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EXTENDED USE OF SCHOOL FACILITIES, SCHOOL PLANT MANAGEMENT SERIES.

BY- FINCHUM, R.N.

DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

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THIS STUDY IS A REVIEW OF THE PRACTICES OF NINE REPRESENTATIVE SCHOOL DISTRICTS WHICH HAVE EXTENDED SCHOOL DAY PROGRAMS. IT ALSO REVIEWS THE PRACTICES OF FACILITY UTILIZATION BEYOND THE STANDARD SCHOOL SCHEDULE BY SCHOOL GROUPS AND BY NON-SCHOOL GROUPS. IT PRESENTS THE CONCEPTS OF THE EXTENDED SCHOOL DAY, WEEK, AND YEAR, AND THE PURPOSES FOR THE EXTENSION, FOR EXAMPLE, EDUCATIONAL, COMMUNITY, RECREATIONAL, AND FUND RAISING. AFTER THE SUMMARY, A MORE DETAILED DISCUSSION OF EACH DISTRICT IS PRESENTED. A SELECTED BIBLIOGRAPHY IS LISTED. THIS DOCUMENT IS ALSO AVAILABLE AS CATALOG NO. FS 5.221-21035 FROM THE SUPERINTENDENT OF DOCUMENTS, U. S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D. C. 20402, PRICE $0.70. (BD)

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SCHOOL PLANT MANAGEMENT SERIES

# EXTENDED USE OF SCHOOL FACILITIES

*by* R. N. Finchum
*Specialist in School Plant Management*

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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# FOREWORD

Today there is widespread feeling among school officials and lay citizens that public school facilities should be put to more efficient use by school groups and to more extensive use by nonschool and community organizations than was formerly the practice. In the face of increased demand for classroom space, the wastefulness of school facility disuse during long vacations and of only partial occupancy during the school year has become indefensible. The "extended school day," "—week," and "—year" are being advocated, and conviction is growing that facilities belonging to the public should be available for any legitimate public purpose that is not inconsistent with the school program and its purposes.

The developing interrelationship between the school and the community with respect to school services to the community beyond the 8-hour daily educational schedule has compounded administrative problems at the local level. Utilization of facilities by school groups for activities beyond normal hours and by nonschool groups for various purposes at irregular times can generate difficulties. Solutions to these difficulties depend upon a careful analysis of available information regarding current policies and practices.

This study is a review of the experiences and administrative procedures of nine carefully selected school districts whose facilities have been used in the manner described. It is intended to assist officials of other school districts who are planning programs for maximum use of school properties and who must develop policies and regulations for efficient management.

# ACKNOWLEDGMENTS

The Office of Education is indebted to the nine superintendents who graciously approved a request that their school districts participate in a study of out-of-hours use of school facilities. The author is grateful to them and to their designated staff members who served as his host when he visited their districts. They provided local transportation, arranged interviews with other staff members and with principals of individual schools, developed information for a mailed questionnaire-interview guide, described special local conditions and directed attention to any unusual circumstances relating to facility utilization, provided copies of school board policies, and in general made his visit both pleasant and fruitful. Names of participating school districts, their superintendents, and staff members who served as host follow:

| *School district* | *Superintendent* | *Staff member serving as host* |
|---|---|---|
| San Francisco Unified School District (California). | Dr. Harold Spears.......... | Mr. Philip Cali,<br>Supervisor of Buildings and Grounds. |
| Seattle Public Schools (Washington). | Dr. Ernest Campbell........ | Mr. Erving E. Easton,<br>Building Planner. |
| Fort Worth Independent School District (Texas). | Dr. Eldon B. Busby........ | Mr. G. B. Trimble,<br>Director of Vocational Education. |
| Atlanta Public School System (Georgia). | Dr. John W. Letson........ | Dr. Darwin W. Womack,<br>Asst. Superintendent, School Plant Planning and Construction. |

| *School district* | *Superintendent* | *Staff member serving as host* |
|---|---|---|
| Lincoln Public Schools (Nebraska). | Dr. Steven N. Watkins...... | Mr. R. J. Bauer, Supervisor, Operation and Maintenance. |
| Cleveland Heights-University Heights Public Schools (Ohio). | Dr. T. I. Anderson......... | Mr. Lee Barth, Maintenance Supervisor. |
| Glencoe Public Schools (Illinois). | Dr. Paul J. Misner......... | Mr. Joseph F. Bradley, Superintendent of Buildings and Grounds. |
| Butler Area Public Schools (Pennsylvania). | Dr. Guy N. Harriger........ | Dr. William L. Cross, Director, Curriculum and Supervision. |
| Warwick Public Schools (Rhode Island). | Dr. Clarence S. Taylor...... | Dr. Edward G. Hunt, Director of Curriculum. |

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# INTRODUCTION CHAPTER I

A school day of 6 to 8 hours and a school year of 9 months, usually from September to June, became standard practice when American society was primarily rural-agrarian. A slight modification was made in some parts of the country where certain crops did not mature until August or September. In those localities schools were opened in July and continued in session until harvest time. They were then closed for a period of 4 to 6 weeks, to be reopened and continued thereafter, with the exception of holidays, until a full term of 9 months had been provided. Both the daily hours and the number of months that schools were in session were influenced by the agrarian economy that caused farmers to use their children in planting, cultivating, and harvesting crops.

Today our society is primarily urban-industrial. Farms are largely mechanized, and their manpower requirements are not as great as they were. Moreover, child-labor laws prohibit the employment of children in industry or as "hired hands" on farms, except with the approval of appropriate authorities. These developments have virtually eliminated the need and reason for long vacations from school, but in most localities the school term, with a long vacation period, and the school day of 6 to 8 hours continue as vestiges of the past.

Some of the country's educational leaders and many of its taxpayers, both those with school-age children and those without, are advocating changes in the school schedule that will accommodate the changing pattern of American life. They point out that there is really nothing sacred about the 180-day school year. Modification of it can insure more efficient utilization of school facilities for educational purposes, improve educational opportunities for more children, and help bridge the gap between the reported needs for additional classrooms and the number of new rooms constructed each year. To the extent that more efficient use reduces the need for classrooms, money that would have been spent for them can be released for other educational purposes.

In addition, there are persistent demands in some quarters for more extensive use of schools by nonschool groups. In communities where churches are the only other facilities available for community gatherings, schools are considered as more appropriate places for programs and meetings of interest to diverse segments of a heterogeneous society. In a changing socio-economic structure, new skills and broader educational backgrounds are prerequisites to productivity and job security. Many of the larger school systems have organized adult education programs to develop these skills and to provide opportunities for out-of-school youth and adults of all age levels and most occupational interests. Programs that are concerned with vocational skills need facilities that have specialized technical equipment for each vocation. Adult academic courses are usually offered at technical schools, along with vocational courses, and at regular-day-school centers after regular-day-school hours.

## Methods and Procedures

Selection of the nine school districts included in this study was based on evidence in professional literature that the districts have been and are involved in programs that utilize their facilities beyond the requirements of the regular school program. Once a list of districts meeting this basic criterion had been established, three additional criteria were applied: enrollment, organizational pattern, and geographic location. An enrollment range from less than 2,000 in the smallest district to more than 115,000 in the largest district, with various enrollment gradations for districts between these, seemed to provide perspective in relation to district size. It was felt that the school organizational pattern should be used as a criterion for selecting districts. Hence at least one district for each of the most popular organizational patterns was chosen. Table 1 presents an overall view of these districts.

In order that practices of facility utilization in various geographic regions of the country might be reported, school districts that met the foregoing criteria were selected in the Southwest, Northwest, Midwest, Great Lakes region, South, and East.

TABLE 1.—*School districts studied, with organization by instructional level and grades, number of district-owned school plants, and enrollment at each level*

| School district | Organization by instructional level | Grades at each level | Number of district-owned school plants at each level | Enrollment at each level (1965) |
|---|---|---|---|---|
| Atlanta Public School System | Elementary | K–7 | 113 | 79,096 |
| | Intermediate | 6–8 | 1 | 620 |
| | Junior high school | 8 | 1 | 1,024 |
| | High school | 8–12 | 22 | 35,926 |
| Butler Area Public Schools | Elementary | 1–6 | 17 | 5,300 |
| | Junior high | 7–9 | 1 | 2,850 |
| | Senior high | 10–12 | 1 | 2,850 |
| Cleveland Heights-University Heights Public Schools. | Elementary | 1–6 | 11 | 6,800 |
| | Junior high | 7–9 | 4 | 3,150 |
| | Senior high | 10–12 | 1 | 3,400 |
| Fort Worth Independent School District. | Elementary | 1–6 | 87 | 42,000 |
| | Junior high | 7–9 | 16 | 18,000 |
| | 6-year high | 7–12 | 4 | 5,000 |
| | Senior high | 10–12 | 8 | 10,000 |
| Glencoe Public Schools | Elementary | K–8 | 4 | 1,960 |
| Lincoln Public Schools | Child center | K–4 | 2 | 425 |
| | Child center | K–3 | 1 | 139 |
| | Child center | K | 2 | 73 |
| | Elementary | K–6 | 33 | 18,797 |
| | Junior high | 7–9 | 8 | 6,261 |
| | Senior high | 10–12 | 3 | 5,624 |
| San Francisco Unified School District | Elementary | K–6 | 101 | 51,563 |
| | Junior high | 7–9 | 15 | 21,025 |
| | Senior high | 10–12 | 10 | 19,914 |
| | Junior college | 13–14 | 1 | 9,348 |
| Seattle Public Schools | Elementary | K–6 | 88 | 50,628 |
| | Junior high | 7–9 | 17 | 20,647 |
| | Senior high | 10–12 | 12 | 21,928 |
| | Adult & vocational school | Ungraded | 1 | 4,889 |
| | Special school and agencies | Ungraded | 11 | 973 |
| Warwick Public Schools | Elementary | 1–6 | 30 | 9,283 |
| | Junior high school | 7–8 | 3 | 2,781 |
| | 4-year high school | 9–12 | 2 | 4,708 |

A letter outlining the purposes of the study, describing the methods by which information would be collected, and requesting permission for the writer to visit the school district, was written to the superintendent of each of the selected districts. It was suggested that the superintendent might wish to designate one of his staff members to serve as host to the writer for 2 days. Six superintendents welcomed the writer to visit their districts and named a staff member who would work with him for his 2-day visit. Two superintendents responded that their districts were no longer involved in programs requiring extensive use of school facilities. One superintendent did not answer at all. Three other districts meeting prescribed criteria were selected and their superintendents were contacted by letter. The response was unanimous and affirmative.

Dates for 2-day visits were arranged with district hosts, and a questionnaire-interview guide was mailed to each, with instructions to assemble any information requested by the questionnaire that might require local research. (See app. A.) At the time of the visit, the host was interviewed about specific problems or about unusual circumstances relating to plant utilization in his district. He supplied the writer with printed material describing programs and with copies of statutes, State regulations, school board policies and regulations, and other material concerned with facility use. He answered items on the questionnaire about which he had or could get information and arranged meetings with other staff members whose areas of work qualified them to provide precise information on some points. These staff members included principals, maintenance supervisors, business managers, lunchroom directors, instructional supervisors, curriculum directors, and assistant superintendents in charge of buildings and grounds.

In districts having a close working relationship between the board of education and the parks board or board of recreation, appointments were arranged for the writer to interview the superintendent of parks or the director of public recreation, as the case might be, so that their viewpoints on the use of school facilities for recreation and the use of recreational facilities for educational purposes could be explored.

In most instances, several school buildings were visited by the writer, especially schools in which one or more programs were in active operation at the time. This visit provided an opportunity for firsthand visual inspection of facilities and personal observation of the program in operation.

## Organization of the Report

This report is presented in three major parts. A summary of important findings of the study is presented in chapter II.

Chapters III through XI present separate case studies of the nine school districts. Within each chapter or case study, information is organized under four major headings: (1) School district identification, (2) facility utilization by school groups, (3) facility utilization by nonschool groups, and (4) administration of facilities for afterschool use.

*School district identification* is a brief description of the district—its enrollment, organization, number of school plants, and length of school term—together with a brief analysis of its overall educational program. *Facility utilization by school groups* presents data on the district's standard or normal school schedule, the extended school day (including school-related activities), the extended school week, and the extended school year, including summer school programs, summer recreational programs, and other summer activities for regular school enrollees. District practices regarding the use of facilities by students for fund-raising purposes are reviewed. *Facility utilization by nonschool groups* is a section devoted to practices, policies, and extent of use by community groups for educational, recreational, and community-betterment purposes and for fund raising. *Administration of facilities for afterschool use* is concerned with district practices, policies, requirements, and regulations with respect to application forms, contracts and/or permits, rental fees, security and supervision, liability for property damage and personal injury, food services, and fire safety during periods of afterschool use by both school and nonschool groups.

courses of special interest that could not be scheduled during the standard school day. The offering of enrichment courses, with or without credit, to students at both elementary and secondary levels on a voluntary basis is a common practice. These classes, like others for credit, meet for the same length of time as regular day classes.

Another practice common to all districts is that of permitting and encouraging afterschool use of facilities by teacher-sponsored groups for school and school-related activities such as athletics, club meetings, library services, music and play rehearsals, and intramural sports. The usual daily time that facilities are used for these activities is 1 hour after the close of school. However, in some schools libraries are open 30 minutes before the opening and 30 minutes after the closing of school. Athletic practice sessions and intramural sports are the activities reported as requiring greatest use of facilities after regular school hours. One district reported a trial of night library services that was discontinued for lack of student response.

Three districts reported the scheduling of evening or night classes for high school students, some on a credit and some on a noncredit basis—all voluntary and without tuition charges. Regular high school students could take no more Carnegie credit courses in both day and night sessions than their respective State regulations or their regional accrediting associations would recognize.

One district reported that each of its classroom teachers was required to remain at school an additional hour 1 day each week to conduct makeup work and to offer special help to students needing such help. These teachers were paid extra, on the basis of their respective salary scales, for this work.

One district operates "community study centers" after regular school hours in communities where homes are not conducive to study, and another district uses Federal funds administered by the Office of Economic Opportunity (OEO) to provide evening or night tutoring services in four of its low-income communities.

## THE EXTENDED SCHOOL WEEK

None of the districts studied offers any strictly academic program on Saturdays and Sundays. One district opened its high school libraries on Saturdays from 9 a.m. to 12 noon on a trial basis, but discontinued the service because of lack of student response.

Gymnasiums are used by school groups on Saturdays and Sundays more extensively than any other facility. In descending order of use on weekends are outdoor play areas and athletic fields (football, baseball, softball, tennis, and track), auditoriums and other indoor assembly rooms, and swimming pools.

All districts studied permit and encourage student groups to use facilities on weekends, but their activities are usually limited to sports, dances, parties, rehearsals, concerts, dramatic presentations, and recreation. Only two districts conduct driver-training programs on Saturdays. Use of facilities by school groups on Sundays is not a common practice. One district prohibits the use of its facilities by any group after 12 o'clock on Saturdays and on Sundays, except for school-sponsored activities specifically approved by the board of education.

## THE EXTENDED SCHOOL YEAR

Since about 1962 or 1963, some educational leaders, some politicians, and a few lay citizens have been vocal in support of various plans designed to insure more efficient utilization of school facilities for instructional purposes during the summer months. These plans, regardless of the manner in which they expect to achieve this purpose, are in reality but different approaches to an extended school year that is supported by revenue funds derived from the same (or a broader) tax base as the one now supporting the 9-month or 10-month program.

Although all of the nine districts provide for summer educational programs, none of these programs is supported by tax funds in the same manner as those of the regular school year. All districts expect their academic summer school programs to be self-supporting, and school officials collect tuition fees for this purpose. Policies regarding amount of tuition, length of the summer school, number of hours devoted to instruction each day, and other summer school problems vary. However, a summer school of 6 weeks for elementary and 8 weeks for secondary, with 5 daily sessions of 3 hours each for elementary and 4 hours each for secondary, is the predominant practice. In all cases involving academic work, whether for advanced credit or makeup, there is a fixed tuition charge. This charge for students attending elementary school is usually a flat fee covering the entire summer academic program; for high school students (grades 9–12), it is a flat charge per Carnegie unit, plus any fees charged for materials. In most districts, an additional fee is assessed for late registration.

Although there are exceptions, elementary pupils attending summer school are not promoted to a higher grade, even though attendance and performance are satisfactory. Secondary students who are enrolled for credit and whose summer school attendance and performance records are satisfactory are given credit on courses taken, but the number of credits allowed per student for an 8-week term is usually limited to one and one-half in new subjects and two in repeat courses.

Summer nonacademic programs of from 6 to 8 weeks are provided on a tuition basis in four districts and on a gratis basis in five districts. These programs include swimming, recreation, 4–H Club activities, homemaking, gardening, and crafts. In two districts summer recreational programs that utilize school facilities and equipment are conducted by the district's recreation department rather than by the schools.

One district permits its facilities to be used by a local university for summer demonstration schools to train prospective teachers. Local elementary students are eligible to attend these schools without payment of tuition. The district itself conducts a nontuition summer term for high school pupils.

Another district has replaced a summer tuition program for pre-first-graders with a "Head Start" program for pre-school-age children, using funds provided by the Federal Government and administered by the Office of Economic Opportunity. This program is conducted 4 hours each day for 8 weeks of 5 days each.

### FUND RAISING BY SCHOOL GROUPS

All but two of the school districts permit student groups to use school facilities for fund-raising purposes only if the funds are used in behalf of the total school population and not for the support of individual clubs, specific group activities, and the like. Two districts prohibit facility use by student groups for fund raising, regardless of purpose.

## Facility Utilization by Nonschool Groups

State statutes of the nine States of which the school districts are a part either give specific authority or, in the absence of legislation to the contrary, grant permissive authority to local boards of education to establish regulations governing the use of public school facilities by nonschool groups. In one State, a statute known as the Civic Center Act designates each public school as a civic center and stipulates that it must be made available to public groups for recreational purposes and meetings. Under its permissive authority, one district prohibits the use of its school facilities by nonschool groups except for worthy educational, civic, or charitable purposes, and permits use for these purposes only when alternate facilities are not available.

### FOR EDUCATIONAL PURPOSES

Four districts conduct comprehensive vocational and general education programs and provide specialized facilities and equipment for most vocations not requiring college preparation. General education courses are taught in both vocational schools and regular high schools, the latter after regular school dismissal time and at night. Adults and young people not subject to compulsory school-attendance laws may take courses leading to a high school diploma and college entrance or courses that qualify them for a general equivalency diploma. These programs are supported by local taxes, State aid, Federal aid, and registration and materials fees.

Other types of adult educational programs for which school facilities are used are driver training, art, resource workshops, educational television, lectures, and college extension courses taught by college professors at school centers in the district that are convenient to interested people.

### FOR COMMUNITY PROGRAMS AND RECREATION

Two districts do not provide educational programs for adults and out-of-school youth. However, they make their facilities available to the recreation board or to local colleges and universities for adult programs. One district operates a junior college in addition to a full adult vocational-general education program.

Other community activities conducted in the school facilities of the nine districts are recreation (except in two districts), lectures, meetings, entertainment, voting, civic discussions, political discussions (but not for the promotion of a candidate or a party), and religious services (restricted to emergency use in three districts). A general policy of most districts is that adult groups may not use school facilities to sponsor any program or activity that offers competition to tax-paying businesses of the community. For example, dinners may not be served in school lunchrooms, nor parties and dances conducted in gymnasiums, in competition with local restaurants and hotels.

A policy common to the districts is that no activity, program, or function of any adult groups approved for facility use may interfere in any way with regular school functions.

Two districts have a full working relationship with their community recreation boards, and they jointly sponsor a variety of recreational programs for both students and adults. Schools in these districts are located near parks and use them for school purposes. The parks director uses school facilities, when there is no conflict with school functions, for recreational purposes. This is especially true of playgrounds, gymnasiums, play rooms, swimming pools, athletic fields, and libraries.

### FOR FUND-RAISING PURPOSES

One district prohibits the use of school property by nonschool groups for fund-raising purposes; eight districts permit facility use for this purpose, but impose certain restrictions on such use. Examples of these restrictions are:

- Fund raising on school premises cannot be undertaken for private or commercial gain.
- All funds raised by outside groups while using school facilities must be dedicated to educational, charitable, or community purposes within the district.
- School property cannot be used by any group for any purpose that is inconsistent with State laws and local municipal regulations.
- No individual representing, or working for, a group using school facilities for fund-raising purposes may be paid for his services from funds collected by the group.
- Any outside group using school facilities for fund-raising purposes must pay the district a rental fee, plus the cost of custodial services, water, lights, and heat incident to such use.

## Administration

School districts that permit or encourage wide use of their facilities should have policies and regulations—and a designated official to administer them—if conflicts and confusion among users are to be held to a minimum. Other important functions of facility administration and property management are protecting the district against property loss or damage; assigning school personnel for services and supervision; collecting and accounting for money paid for property use; processing applications and issuing permits; and generally enforcing regulations relating to facility use.

In the practice of districts involved in this study, responsibilities for administering facility utilization beyond normal school schedules are lodged with either the superintendent of buildings and grounds or the superintendent of business affairs (or officials in their equivalent positions). In some instances responsibilities are divided between the two officials.

### APPLICATIONS

The predominant practice with respect to applications for facility use is that school groups make oral requests through their principals for facility use after regular school hours and up to 5 or 5:30 p.m. For use at other times these groups must submit applications on standard printed forms supplied by the central office. School-related groups such as the PTA may also use school facilities from 4 to 6 p.m. on school days with the verbal authorization of the principal concerned. All groups—school, school-related, and nonschool—must submit applications on standard printed forms supplied by the central office when a facility is to be used at night, on Saturdays, Sundays, or holidays, or during the summer months. Practice indicates that applications should be submitted 7 days to 2 weeks prior to anticipated use.

### PERMITS AND/OR CONTRACTS

In most instances, a standard application form contains all provisions and stipulations imposed by the board of education, or incorporates them by reference, and when approved by an official having requisite authority becomes an official permit or contract for the use of specified facilities. Once a permit has been issued, it can be cancelled by the board of education for cause or when such cancellation is in the public interest. An applicant group may also cancel its permit without penalty, provided notice of cancellation is given school authorities within a specified time prior to scheduled use, usually 24 to 36 hours. In no case was it reported that a permit issued to one group could be transferred to another.

## RENTALS

School and school-related groups do not pay fees or rental charges for the use of school facilities for school or school-related purposes. In some instances where these groups require the assistance of school personnel beyond their normal work schedule, they are charged fees to cover the additional wages of such personnel. Nonschool groups pay rental charges for the use of school facilities. These charges vary from an amount based on the minimum cost to the board of education for supervision, custodial services, utilities, and other operating expenses incident to facility use, to fixed amounts for each type of facility and the services required for it. When facilities are to be used for fund-raising purposes, the general practice is to increase rental charges. In some districts rental charges are scaled in proportion to admissions charged.

All districts reported that user groups are required to pay any assessed rental fees before a facility is used, preferably at the time a permit is issued.

Rental fees are either paid to the superintendent of buildings and grounds, who turns them over to the superintendent of business affairs, or they are paid directly to the latter. In only one instance were charges for salaries of custodians, maids, or other school employees used to operate facilities paid directly to these employees by user groups. Although fees and rents collected are presumed to cover and be applied to the actual operating costs to the district, in practice such fees are added to the district's receipts to be used for any budgeted purpose.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

In some States, statutes prohibit the use of school facilities for certain purposes, but in these States and others greater restrictions are imposed by local boards of education under powers given them by State statutes.

Restrictions as to purpose of facility use that are enforced by the nine districts studied are:

- School facilities cannot be used by any individual, group, or organization for any activity that is intended to overthrow the government by force, violence, or other unlawful means.
- Games of chance, lotteries, or other activities classified as gambling cannot be conducted on school premises.
- Alcoholic beverages, tobacco, or other products considered hazards to health cannot be sold on school premises.
- No enterprise, function, or activity that promotes any commercial product or results in private profit or commercial gain for any business enterprise can be conducted on school property.
- Activities in conflict with city ordinances or State laws are not permitted.
- Smoking is prohibited on school premises except under prescribed conditions.

Restrictions on which unanimity was not reported are that school facilities may not be used:

- For church or religious services except under emergency conditions and then only on a temporary basis.
- For any activity or program that reflects on, or discriminates against, persons of any race, color, creed, or national origin.
- To present acts in which animals perform.
- For weddings or wedding receptions.
- For secret or closed meetings.
- By nonchurch groups on Sundays.
- For public, commercial dances.
- By individuals as contrasted with groups.
- For political meetings on Sundays.
- To promote partisan politics or to present political candidates.
- To conduct doubtful commercial enterprises.
- To operate concession stands by user groups.

## BUILDING SECURITY AND SUPERVISION

All school districts report that one or more school custodians must be on duty at all times when a school facility is used by any group; that these custodians are responsible for opening and closing the building, policing it, and cleaning the premises after use; and that they are paid extra for this work. The sponsoring head of the group or organization using the facilities must also be on duty to supervise his group. (This is amended in some instances to allow another responsible adult member of the organization to assume these duties.) Another practice has unanimous acceptance: When a school rents any equipment technically difficult to operate, it requires that someone who is connected with the school and who has knowledge of such equipment must operate it, and that he will be paid for his services by the user group.

Two districts report that regular firemen must be on duty when school auditoriums are used and an audience is present in them. One district requires policemen to be on duty when outside groups use school facilities for any event or program for which admissions are charged. User groups pay for the services of these firemen and policemen at a rate consistent with their regular rates of pay.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

All districts require user groups to pay the cost of repairing damage to property and equipment when such damage is caused by the group. One district requires any user group not legally exempt from doing so to furnish a liability bond of $100,000/$400,000 to protect the district against loss of property or liability for personal injury. Two districts carry liability insurance that covers injury to persons on school premises even though their presence is occasioned by attendance at nonschool functions. Five districts rely on "common law immunity" to protect them against damage suits growing out of personal injury. One district has no stated policy concerning liability for personal injury.

## FOOD SERVICES

Policies on the operation of concession stands at events sponsored by community groups either forbid them or, if the stands are wanted, require that they be operated by the student council or another student organization of the host school. All profits from sales at these stands accrue to the host school. One district permits concession stands at its football fields but requires that they be operated under contract by commercial interests.

Practices vary on the use of school cafeterias by outside groups. One practice, however, prevails among all districts: If kitchen facilities are required and a permit for their use is issued, regular employees of the school cafeteria concerned must be on duty. They must supervise the use of kitchen equipment to see that it is properly cleaned and stored for school use the next day and to see that all electrical appliances, fire-heated stoves, gas stoves or ovens, and items of similar equipment are properly turned off, disconnected, or otherwise made safe for storage during nonuse. One district permits the use of its school kitchens by outside groups provided there is one school employee of that kitchen to supervise the work of other people brought in to prepare, handle, and serve food. These people, however, must meet State and local public health standards for food handlers.

## FIRE SAFETY

Two practices on fire safety are common with all districts: Smoking in school buildings is prohibited except in designated areas (in one instance only when the buildings are not occupied for instructional purposes), and flammable materials cannot be used in places of assembly.

One district specified that electric lights should not be used on natural trees and that only flameproof ornaments might be used, and warned that trees manufactured from tin or aluminum foil can create an electrical hazard if electric lights are placed on them. In most districts the local fire marshal, the fire prevention bureau, or the fire department has authority to enforce fire-safety regulations.

## SAN FRANCISCO UNIFIED SCHOOL DISTRICT

The San Francisco Unified School District, which encompasses San Francisco County, operates 126 public school centers and one city junior college. At these centers the district provides multiple educational opportunities and services, ranging from programs for pre-school-age children through those for adults of all ages. In addition to the district's formal program for kindergarten through grade 6 at its 101 elementary centers, for grades 7 through 9 at its 15 junior high centers, for grades 10 through 12 at its 10 senior high centers, and for grades 13 and 14 at its junior college, a child care program is offered at 25 centers and an adult education program at four schools.

Courses for adults are offered at four centers and at the city junior college from 8 a.m. to 10 p.m. daily except Saturdays and Sundays. The program for adult education is expanded to 70 additional centers at 3:30 p.m., when facilities are vacated by regular day students. These 74 centers accommodate more than 31,000 adults seeking to improve their skills and to expand their areas of knowledge.

### Standard Schedule

Except for kindergarten classes, which meet from 8:50 a.m. to 12 noon, the normal or standard daily schedule for elementary schools is 8.50 a.m. to 3:10 p.m.—a school day of 6 hours and 10 minutes. In some instances, double sessions must be provided for kindergarten groups because enrollments exceed the capacity of facilities for single sessions. In these cases the kindergarten schedule is from 8:50 a.m. to 11:20 a.m. and from 12:50 p.m. to 3:10 p.m., with the same teacher handling both sessions.

For junior and senior high schools the normal daily schedule is from 8:35 a.m. to 3 p.m., except where both schools are located on adjacent sites (or in close proximity). In this event, because of the large number of children involved, one of the schools is dismissed a few minutes early to prevent traffic congestion.

The junior college operates on a standard day schedule of 8 a.m. to 4 p.m. and an evening schedule of 4 p.m. to 10 p.m.

### Facility Utilization Beyond Standard Schedule by School Groups

#### THE EXTENDED SCHOOL DAY

Some elementary and junior high schools of San Francisco extend the school day by 45 minutes, either before or after normal school hours, on an average of 2 days each week during the school year to accommodate students wishing to enrich their educational experiences. Some high schools offer classes with instructional periods of 45 minutes before or after normal school hours for students desiring to earn more credits than they can earn by pursuing normal daytime schedules, or for students wishing to pursue subjects of special interest without regard for credits. Also, junior and senior high school facilities are used an average of 1½ hours daily beyond normal schedules for school-related activities such as class and club meetings, practice sessions for band and dramatics, intramural sports, and some activities that are of special interest to gifted students. Two high schools operate an electronics laboratory and one high school a biochemistry laboratory from 3:30 to 6 p.m. 4 days per week and on Saturdays from 9 a.m. to 1 p.m. to serve gifted children in grades 4 through 12 who are interested in electronics and science. For elementary students, there are area orchestras that meet at six school centers from 3:30 to 5:30 p.m. one afternoon each week.

Though administered by the division of adult education, evening and night classes are open to regular high school enrollees at regular high schools from 4 to 9 p.m. each school day. Students who are regularly enrolled in the high schools, however, are permitted to pursue not more than one evening or night course each semester, whether the course is taken for credit or not.

School library facilities and services are available to regular enrollees at all levels of instruction before and after normal daily school hours, and community study centers at some 30 locations provide opportunities for additional instruction for students who need special help. Student coaching services are provided in some schools by student honor societies.

School libraries are usually open from 8 to 8:30 a.m. before school and from 3:30 to 5 p.m., but in some instances from 7 to 8:30 p.m. for evening school students, depending on the requirements of communities served by individual schools. Library services at the junior college continue for 6 hours beyond the school's normal daytime class schedule.

The community study centers are places where school physical facilities are available and personnel are present to offer instruction in remedial reading and to tutor students in various subjects. The basic reason for these additional study and tutorial services is that the home environment of many students is not conducive to study. Prime areas of the city of San Francisco where such conditions exist are called "target areas." [1] In community study centers located in these and other sections of the city volunteer workers, many of them college students interested in educating the underprivileged, motivate thousands of students by providing enrichment experiences and counseling and guidance services for them. Most of these centers are open in the evenings after school hours, making it possible for young people needing help to attend long after the normal school day.

San Francisco school officials have proposed, on a pilot basis, the opening of instructional centers at one junior and one senior high school in each of the target areas from 3 to 5 p.m. These centers are to be staffed by regular members of the school staff who are interested in, and have been identified as having an understanding of, the needs of the community in which they serve. These instructors will be expected to tutor students who are in need of special help, advise and counsel students on learning and personal problems, and refer students with serious and complicated problems to other school professional staff members. Personal data on these students will be prepared for use by other members of the staff. These services will be geared to meet the special and specific needs of junior and senior high students who voluntarily attend the centers one or more times each week.

In addition to the professional staff, teacher aides, cadet teachers, and other nonprofessional personnel who can render auxiliary help to the staff are being considered.

At the time this study was initiated, the San Francisco Unified School District was negotiating with the Office of Economic Opportunity for Federal funds in excess of $42,000, under provisions of title II–A of the Economic Opportunity Act of 1964 (Public Law 88–452), to pay salaries of a maximum of 32 teachers for instructional centers in the four target areas, and to purchase necessary supplies to carry out the program. These teachers will be selected from regular high school teachers, and they will be paid $7.05 per hour, the prevailing San Francisco scale for afterschool service. The proposal, as submitted to OEO, states that each teacher will work 2 hours each day, 4 days each week, for two 20-week sessions each year. The teachers' main function is described as "providing instruction and tutorial services at the centers to which they are assigned."

## THE EXTENDED SCHOOL WEEK

Any school-sponsored educational activity that is conducted in or on school premises on Saturdays and/or Sundays, either day or night, is construed as an activity that extends the school week. These activities include social functions, sports events, library services, musicals, dramatic presentations, driver education, recreational pursuits, and similar activities.

The San Francisco Unified School District encourages the use of its facilities by school groups for a limited number of school-related activities on Saturdays and/or Sundays. These activities include, but are not limited to, driver training, music, shop projects, and sports. Every senior high school in the district offers both theory and behind-the-wheel driver training, for 6 hours every Saturday. At one senior high school a 3-hour program of music education is conducted every Saturday for two all-city groups of talented junior and senior high school students. One group is known as the All-City Orchestra, the other as the All-City Chorus. One senior high school in the district opens its shops to interested students for 4 hours each Saturday.

Athletic contests and sports events, limited to "sophomore football" and championship contests for various sports in their respective seasons, are conducted at senior high school facilities on Saturdays and on Sundays by some community groups, as local developments in sports may warrant.

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[1] Four "target areas" of the city are Hunters Point, Western Addition, Chinatown, and Mission.

### THE EXTENDED SCHOOL YEAR

The San Francisco Unified School District operates on the two-semester plan, with a summer term of 6 weeks at three junior high schools, eight elementary schools, the junior college, and one adult school, and a summer term of 8 weeks at three senior high schools. The elementary and junior high school summer terms operate on a 5-hour day, 5 days per week; the senior high school summer terms for five 4-hour days per week; and the junior college and adult school for five 8-hour days per week. Attendance at any center is voluntary for all qualified students and requires no tuition payments. Course offerings at all centers except the junior college, where the curriculum during the summer is about the same as during the two semesters, are usually academic in nature, depending on popular demand.

### FUND RAISING BY SCHOOL GROUPS

School board policy prohibits use of school facilities by student groups and school organizations for fund-raising functions for outside organizations. School groups and organizations are financed by "student body funds" which are collected, pooled, and allocated to school organizations and activities in much the same way as are student activity funds in most schools.

## Facility Utilization by Nonschool Groups

That public school facilities in California can be used by nonschool and adult groups for specified purposes, subject to certain limitations and requirements, is established by a State statute:

> The governing board of any school district may grant the use of school buildings or grounds for public, literary, scientific, recreational, educational, or public agency meetings, or for the discussion of matters of general or public interest upon such terms and conditions as the board deems proper . . . (or) to any church or religious organization for the conduct of religious services for temporary periods where such church or organization has no suitable meeting place for the conduct of such services upon such terms and conditions as the board deems proper and subject to the limitations, requirements, and restrictions set forth in this chapter. Notwithstanding the provisions of Section 1656-1, the governing board shall charge the church or religious organization using such property for the conduct of religious services an amount at least sufficient to pay the cost to the district of supplies, utilities and salaries paid school district employees necessitated by such use of such property.[2]

Another statute, which is referred to as the Civic Center Act, states that:

> There is a civic center at each and every public school building and grounds within the State where the citizens, parent-teachers' associations, Camp Fire Girls, Boy Scout troops, farmers' organizations, senior citizens' organizations, clubs, and associations formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts may engage in supervised recreational activities, and where they may meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside. Governing boards of the school districts may authorize the use, by such citizens and organizations of any other properties under their control, for supervised recreational purposes.[3]

Section 16557 of the same statute authorizes governing boards to prescribe reasonable rules and regulations for the use of public schoolhouses and grounds and stipulates that such use shall not interfere with the use and occupancy of the properties for the purposes of the public schools of the State.

In compliance with these and other State statutes, officials of the San Francisco Unified School District promote the concept that school property should be utilized by community groups for all legitimate purposes that do not interfere with the school program.

### FOR EDUCATIONAL PURPOSES

Thirty-two of the district's elementary schools provide space twice a week from 2:30 to 4:30 p.m. for 10 months of the year for private piano lessons, with tuition payments being made to individual teachers. Auditoriums and assembly rooms are used an average of 48 hours per month in typical elementary schools, 35 hours per month in typical junior high schools, 20 hours per month in typical senior high schools, and 48 hours per month at the junior college for community group meetings. At least one classroom in typical elementary centers located in areas that are heavily populated with Chinese is used an average of 20 hours each month for teaching the Chinese language to American-born children of Chinese parents. School cafeterias are used by community groups for food services on an average of 6 hours each month in a typical elementary and junior high school, 3 hours in a typical high school, and 24 hours at the junior college.

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[2] California Statutes (Education Code), sec. 16551.

[3] *Ibid.*, sec. 16556.

### FOR COMMUNITY PROGRAMS AND RECREATION

The gymnasium at a typical junior high school is used by community groups for recreation and sports an average of 50 hours each month; at a typical senior high school, 60 hours each month; and at the junior college, 40 hours each month. Home economics facilities at typical junior and senior high schools are utilized by community groups on an average of 20 and 10 hours, respectively, for lectures, demonstrations, audiovisual presentations, and seminars that are intended to improve home and family living.

Playground areas of elementary schools are locked unless supervised, but their utilization with supervision and planned recreational programs averages about 50 hours per month. Football fields at typical junior and senior high schools are utilized by nonschool groups an average of 16 and 60 hours, respectively, per month and the junior college's football field an average of 70 hours per month.

### FOR FUND-RAISING PURPOSES

Only two types of school facilities in San Francisco appear to be utilized by nonschool groups for fund-raising purposes—auditoriums or multipurpose rooms and gymnasiums. In elementary schools auditoriums or multipurpose rooms are used for fund-raising purposes an average of 5 hours per month. Gymnasiums at junior high schools are used 10 hours per month, at senior high schools and the junior college 20 hours per month.

## Administration

Administering the afterschool use of facilities can be a sizable problem in school districts having numerous buildings and grounds that are in demand by various groups for many purposes. Someone must be authorized to receive and act upon, or cause to be acted upon, all applications; to issue permits; to keep accurate schedules; to collect rentals or service fees, if they are imposed; and generally to handle all related problems.

### APPLICATIONS

> The use of any public schoolhouse and grounds for any meeting is subject to such reasonable rules and regulations as the governing board of the district prescribes and shall in nowise interfere with the use and occupancy of the public schoolhouse and grounds, as is required for the purposes of the State.[4]

In line with this State authorization, the governing board of the San Francisco Unified School District requires any individual, group, or organization wishing to use school facilities after school hours to complete an application form which is supplied by the board and is available at principals' offices and at the central office. This application must be submitted to the principal of the school of which the facilities to be used are a part. If the principal approves, he signs the application form before submitting it to the Office of the Superintendent of Schools, Division of Buildings and Grounds. In order to allow sufficient time at the central office for processing an application and mailing a permit to the applicant and a copy of it to the school principal, the superintendent requires that the application form reach the division office not later than 10 days prior to the anticipated use of a facility.

The application form used by the San Francisco Unified School District (see app. B) is a combination application-contract which provides spaces for the applicant's name, for the specific facility requested at a particular school plant, and for the days of the week, with exact starting and ending time that the facility will be used. The form must be signed by the individual who wishes to use school facilities, or if use is to be by an organization or group, by an authorized representative of that organization or group who gives his title in the organization. The application must show whether or not admission is to be charged, or whether collections or donations are to be collected. If an admission fee is to be charged, the applicant must show the amount and state how the proceeds are to be used. Likewise, if collections or donations are to be solicited, the purpose must be shown. A statement must be made on whether the facility requested is to be used for a school activity, or for an activity by a private, city, State, or Federal organization or agency. Furthermore, the exact purpose and character of the meeting must be given.

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[4] *Ibid.*, sec. 16557.

If cafeteria and/or kitchen facilities are desired, the applicant must clear his request through the supervisor of cafeterias prior to submitting his application.

The application form prescribed by the board of education for gymnasium use by nonschool groups differs from the application form for other types of facilities (see app. B–1). It must be submitted to the recreation division of the San Francisco Unified School District. Teams, groups, or organizations may request the use of a gymnasium for as long as 4 weeks. If a longer use period is desired, the application must be renewed monthly. Eleven gymnasiums are available for use 5 nights each week—Monday through Friday—but school functions in them take precedence over nonschool functions. Applicants indicate first and second choices among the 11 gymnasiums and for the nights their use is desired. If the first and second choices are not available, the recreation division will substitute another gymnasium. Usage is limited to one 1-hour period per week. Other regulations of the board of education governing the use of school gymnasiums are:

- Women must be in charge of all women's groups.
- Gymnasiums may not be reserved for any group with less than 12 participants.
- Regulation gymnasium shoes must be worn when gymnasium facilities (floors) are used.
- Only managers or bona fide representatives of groups may apply for courts, and the person whose name appears on the application will be held responsible for all activities pursued by his group.
- Gymnasiums cannot be scheduled for use by telephone calls.
- Gymnasiums may be used for practice purposes only.
- A team that does not intend to use the gymnasium assigned it must notify the recreation division at least 2 days before the scheduled time of use.
- Smoking and drinking intoxicating beverages are prohibited in any part of a school building.

If the official responsible for approving applications submitted by nonschool groups for facility use is not sure whether such groups are eligible to use school facilities under the provisions of the Civic Center Act, he requests the school board's legal adviser to give an opinion on four points:

1. Does the group come under the provisions of the Civic Center Act?
2. Should the group pay the $200 per use rental fee as prescribed by the board of education?
3. Should the group pay a service-utility charge instead?
4. Does the group have to furnish a liability bond in the amount of $100,000/$400,000, as provided in paragraph 6, article I, of the board of education's *Administrative Regulations Manual?* (See app. B–2.)

## PERMITS AND/OR CONTRACTS

When an application for the use of school facilities by an outside group is finally approved, the central administrative office of the school district prepares a written permit in five copies—one for the principal of the school whose facility is to be used; one for the school custodian who takes care of the particular facility; one for the engineer who operates the mechanical equipment of the facility; one for the individual, organization, or group that submitted the application; and one for the central office. This permit, together with the application itself and the rules and regulations of the board of education, constitutes a written contract or agreement between the board of education and the user. The board's rules and regulations covering the use of school facilities by outside groups are found in article I (Community Relations) of its *Administrative Regulations Manual*, referred to above.

Once a permit for the use of school facilities is issued to an outside group, this group can cancel the reservation up to 12 hours prior to the contemplated use. Advance notice of cancellation allows custodians to be instructed not to report, preventing added expense to the school district, and other groups need not be denied the use of facilities thus released. Also, notices informing the public of the cancellation can be posted on school bulletin boards. No group, organization, or individual, having been issued a permit to use a school facility, can authorize the use of this facility by anyone else.

## RENTALS

Student organizations and school groups that use educational facilities during afterschool hours or during vacation periods for school-related purposes are not required to pay rental fees. Individuals, organizations, and groups whose activities come within the scope of the Civic Center Act pay no fees whatsoever for the use of school facilities, provided they do not solicit funds or charge admissions. If funds are solicited or if admission fees are charged by organizations whose purpose is character building or welfare, only an amount sufficient to pay the cost of overhead, including supplies, utilities, and salaries necessitated by the use of school property, is charged. If the purpose is not character building or welfare, then these organizations, even though they qualify under the Civic Center Act, pay a fair rental value for facilities used, according to the following schedule:

| | *Minimum fees* |
|---|---|
| School auditoriums | |
| Elementary (seating maximum 400) | $75.00 |
| Secondary (seating maximum 900) | 125.00 |
| Secondary (seating maximum 900–1800) | 200.00 |
| Gymnasium | 50.00 |
| All-purpose rooms | 25.00 |
| Meeting rooms | 15.00 |
| Stadium | 125.00 |

When rentals are charged to any organization or group for the use of school facilities, a deposit of 50 percent of the rental fee must be paid at the time the application is approved; the balance is due and payable at least 72 hours prior to the use, and in no event is a second request granted a defaulting organization or group until the previous account has been paid. If an applicant fails to use the facilities on which a deposit has been made, the deposit is forfeited, unless for good cause the board of education waives the forfeiture provision. When a charge is made for the use of school facilities by groups or organizations that qualify under the provisions of the Civic Center Act because of admission fees or fund solicitation, the major factors considered in determining the amount of the charge are type and amount of space reserved; length of time the space is to be used; requirements for heat, air conditioning, lights, water, and other utilities; and the amount of time and number of custodial and other school staff members necessary for opening, operating, supervising, cleaning, and closing the facility. All rental fees, whether based on the fixed schedule or on school services required, are paid to the business manager of the school district, to be disbursed by him for salaries of school personnel required to service the facility and to pay the cost of utilities consumed.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Even though the physical facilities of the San Francisco Unified School district can be and are being used quite liberally for a variety of nonschool purposes, there are some restrictions as to purpose of use. For example, any use of school facilities by an individual, society, group, or organization to further any program or movement to overthrow the Government of the United States or of the State by force, violence, or other unlawful means is prohibited by statute.[5] If this law is violated, the offense is a misdemeanor. The governing board of a school district is prohibited by law from permitting the use of school property by any person or organization in violation of this prohibition. To determine whether or not any applicant for the use of school property intends to violate this prohibition, the governing board must require a written statement to the effect that the school property will not be used for the commission of any such act.

Other statutory restrictions are that no use of school facilities shall be inconsistent with the use of the buildings or grounds for school purposes, or interfere with the regular conduct of school work,[6] and that no use of school property shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization.[7] Furthermore, no privilege of using buildings or grounds shall be granted for a period exceeding 1 year. The privilege is renewable and revocable in the discretion of the board at any time.[8]

The use of school facilities for religious services, except for temporary periods when church organizations have no suitable meeting place for the conduct of church service, is sanctioned but not required by State law.[9] However, the San Francisco school board does not permit the use of its facilities for secular religious services.[10] Other restrictions imposed by the board of education prohibit the playing of any games for money,[11] and school property cannot be used for a public meeting or entertainment that reflects in any way upon, or discriminates against, citizens of the United States because of their race, color, or creed.[12]

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[5] *Ibid.*, sec. 16564.

[6] *Ibid.*, sec. 16552.

[7] *Ibid.*, sec. 16553.

[8] *Ibid.*, sec. 16554.

[9] *Ibid.*, sec. 16551.

[10] Board of Education, San Francisco Unified School District. *Administrative Regulations Manual*, art. I, par. 7.

[11] *Ibid.*, art. I, par. 9.

## BUILDING SECURITY AND SUPERVISION

State statutes permit the governing boards of California school districts to appoint persons to have charge of grounds, protect school property, plan, promote, and supervise recreational activities, and do all things necessary in the capacity of representatives of the board. These appointees have the powers of peace officers to carry out the provisions and the intents and purposes of the Education Code of California.[13] Custodians in the San Francisco Unified School District are responsible for opening, supervising, closing, and locking school facilities when used for any authorized purpose by any group or organization.

The school board further requires that, under certain conditions, the sponsoring head or a responsible official of each organization or group that has permission to use school facilities must also be in attendance for functions sponsored by such groups.

School-owned equipment such as projectors, screens, and tape recorders is not rented to outside groups.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

The San Francisco Board of Education requires every individual, group, or organization using school property under the provisions of the Civic Center Act, or for any other purposes, to hold the school district, its governing board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost, or expense that may arise during, or be caused in any way by, such use and occupancy of school property. Organizations which do not qualify under the provisions of the Civic Center Act are required to furnish satisfactory security in the sum of \$100,000/\$400,000. If minor damage to school property occurs while the property is in custody of user groups, they are billed for necessary repairs to, or replacement of, damaged property.

## FOOD SERVICES

When school cafeteria facilities (kitchen, serving, and dining areas and equipment) are used for food services by outside groups, there must be in attendance during such use at least one regular cafeteria employee. This arrangement has been found practical for insuring proper care of the facility and its equipment and placing them in a state of readiness for school use on the next school day. A further requirement imposed on user groups is that they must comply with local and State public health agency requirements on food handling.

## FIRE SAFETY

When school facilities are used after regular school hours by outside groups, and more particularly at night, fire hazards may originate from two sources—smoking, and temporary or seasonal decorations. Smoking is prohibited at any time in all areas of a school building by a regulation of the board of education, except that during the school day the principal may designate a particular building area for smoking by members of the school faculty. Any decorations placed in a school building, whether by school or nonschool groups, must be flameproofed and a certificate verifying this fact must be filed in the principal's office before such decorations can be brought into the building.

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[12] *Ibid.*, art. I, par. 2. Also, California Statutes (Education Code), sec. 8451.

[13] California Statutes (Education Code), sec. 16559.

# CHAPTER IV

# SEATTLE PUBLIC SCHOOLS

Seattle Public Schools comprise all public schools in the city of Seattle, which is one of 17 local public school systems in King County, Washington. The system has an enrollment in grades K through 12 of more than 93,000, with an additional 5,000 adults and special students enrolled in prevocational, vocational, and general education courses. Physical facilities for these enrollees consist of 88 elementary schools with an enrollment of 50,000 in grades K–6; 17 junior high schools with an enrollment of 21,000 in grades 7–9; 12 senior high schools with an enrollment of 22,000 in grades 10–12; and one nongraded vocational school, where all vocational and some adult education courses are pursued by 5,000 enrollees.

## Standard Schedule

The regular school year for Seattle Public Schools is 189 days of 6 hours each (9 a.m. to 3 p.m.) for all except kindergarten, vocational, and adult education groups. Kindergarten enrollees are divided into two groups, one attending from 9 a.m. to 12 and the other from 12:30 to 3 p.m.

An instructional program in adult and vocational education is provided during the day and evening on a year-round basis at 11 major locations throughout the city. The regular day is from 7 a.m. to 2:30 p.m., Monday through Friday, while the evening schedule is from 6:30 to 9:30 p.m., Monday through Thursday. Major areas of instruction for the vocations include, but are not limited to, trade and technical, trade extension (courses designed to upgrade workers in the skilled trades), day trades (e.g., carpentry, electrical repair, food services, and machine shop), business education, and marketing and distribution.

In addition to providing instruction in most vocations, Seattle Public Schools make available to adults instruction in all subjects required for high school graduation, plus classes in Americanization and citizenship and English language for foreign students. Other types of training may be pursued by parents who wish help with family life problems and for those who wish to learn to read, write, and handle simple arithmetic, or to improve their skills in these areas.

Prevocational courses are offered at prevocational centers, some located in high schools, for adults and students who have dropped out of school. These courses provide an introductory experience in a vocational subject to enrollees. Each prevocational day class is conducted for about 5 hours 1 day each week, and prevocational evening classes are conducted about 3 hours a day, 2 days a week.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

Except for kindergarten classes, which operate on a double-session schedule, no school groups have double sessions. At typical high schools there are staggered schedules, with some groups reporting an hour earlier than usual and others remaining an hour later, for courses and activities that they are unable to schedule during the normal school day. Because of these staggered schedules, facilities are utilized by regular enrollees an average of 2 hours per day, 5 days per week beyond normal schedules.

Regular enrollees also utilize typical high school facilities during after school hours for school-related activities about once each month for a period of 3 hours. A breakdown of usage by type of facility, number of times used per year, average number of hours per time, and total hours of use per year follows:

| Facility | Number times used per school year | Average number hours per time | Total number hours per school year beyond normal schedules |
|---|---|---|---|
| Auditorium | 13 | 3 | 39 |
| Lunchroom and kitchen | 10 | 3 | 30 |
| Gymnasium | 3 | 4 | 12 |
| Lunchroom only | 6 | 3 | 18 |
| Classroom | 2 | 3 | 6 |
| Miscellaneous rooms | 25 | 3 | 75 |

### THE EXTENDED SCHOOL WEEK

Weekend use of public school facilities by Seattle students is a matter over which individual principals exercise discretionary authority and control. In general, buildings are open on Saturday or Sunday for school or school-related activities. Specific facilities of junior and senior high schools that are in greatest demand on Friday night, Saturday, or Sunday are auditoriums, gymnasiums, and athletic fields. Activities pursued by student groups are dramatics, athletic games, dances, and parties.

### THE EXTENDED SCHOOL YEAR

Seattle schools are organized on the semester plan and, except for the summer school program for grades K–6 which is offered at 13 elementary schools on a tuition basis, there is no formal summer program of academic instruction for regular school enrollees. The elementary summer school program operates for three 75-minute periods each day of a 5-day week for 6 weeks. The program consists of a variety of enrichment classes geared to the special interests and abilities of the children, and four improvement classes in language arts, reading, arithmetic, and speech therapy. Pupils may enroll in one, two, or three full-term classes upon payment of a tuition fee of $18 per class. Recommendation of a pupil's principal is required before he can enroll in any of the improvement classes. A special class is offered at one elementary school for foreign-born pupils between the ages of 6 and 16 who can benefit from a concentrated program of English language instruction.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES

In addition to the year-round program in vocational and general education at Edison and Holgate Technical Schools, adult evening classes designed to meet the needs and interests of area residents are offered in four high school buildings throughout the community. Also, a schedule of courses that meet high school graduation requirements can be taken by adults in an adult atmosphere. Courses in arts, crafts, marketing and distribution, and trade extension, as well as in special-interest areas, are offered. The four high school buildings are utilized for these purposes an average of 16 hours each week after regular school hours (usually from 6:30 to 9:30 p.m.), for 36 weeks of the year. Schedules of classes that meet for 3 hours are usually arranged so that enrollees can pursue one course on Monday and Wednesday and another on Tuesday and Thursday, with some other classes scheduled for one session of 4 hours each week.

### FOR COMMUNITY PROGRAMS AND RECREATION

In the interests of economy and maximum service to the community, "the park department and the Seattle Public Schools cooperatively plan for the development of joint recreational and educational facilities wherever feasible."[1] This statement expresses the philosophy of the Joint School/Park Staff Committee which was authorized and established by the park board and the board of school directors of Seattle. The Joint Committee has become the clearing house for many related interests such as accommodations for cooperative play groups, bond issue proposals, civic projects, and city planning as they affect public schools and recreation.

As a result of the work of the Joint Committee, 20 Seattle public schools are now located adjacent to or near city park playfields which are used regularly for school activities, and 20 or more school buildings are used annually by the park department for its various indoor activities. The value of this joint usage of facilities has been enhanced by a joint sharing in construction and land costs. For example, at some elementary schools where gymnasium units have been constructed to include special facilities and size to accommodate community use, their costs above the cost of the usual elementary school gymnasium have been financed through park department funds. In addition some junior high schools have been located adjacent to playfields belonging to the department. The department granted the school district, on a permanent lease, a portion of these playfields in return for the incorporation in buildings of special features to facilitate their use by the department. In other instances, the school district and park department united in procuring the necessary junior high sites and playfield areas. Larger gymnasium facilities and social rooms were provided at these schools by the department.

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[1] Joint School/Park Staff Committee. *A Nine-Year Report*, ch. I, p. 1. December 1957.

Prior to the establishment of the Joint Committee, the school district billed the park department for janitorial, heat, light, and other costs incurred when school facilities were used for public recreation activities under department supervision. An analysis of the school district's use of park facilities by physical education classes for intramural sports, varsity athletics, and play activities revealed that the cost of school use of park facilities exceeded the cost of park department use of school facilities. It is anticipated that, as a greater number of facilities are jointly planned, owned, and operated, the accounts will approximate a balance. In the meantime, the two departments exchange semiannual statements.[2]

A report[3] on community uses of school facilities covering a 3-year period from 1961–62 through 1963–64, prepared by the operating department of the Seattle Public Schools, reveals that the park department used school buildings and grounds on 4,806 occasions, at a unit cost of $66,896, in 1961–62; on 4,205 occasions (plus 26 dances held on school premises), at a total unit cost of $66,097, in 1962–63; and on 6,895 occasions, at a unit cost of $110,513, in 1963–64. A similar report on school use of park facilities is not available, but on the basis of the statement that "the accounts will approximate a balance," it appears that the schools utilize park facilities extensively.

Seattle school officials report that, in addition to the park department, other nonschool groups use specific school facilities[4] for recreation, hobbies, meetings, and community programs, as follows:

| Type of facility | Hours of use per month over a 12-month period at typical schools in each organizational unit | | |
|---|---|---|---|
| | Elementary | Junior high | Senior high |
| Auditoriums and/or cafetoriums................. | 2 | 3 | 3 |
| Cafeterias (for food service). | 2 | 2 | 2 |
| Gymnasiums and/or gymnatoriums............... | 100 | 96 | 96 |

In 1963–64, nonschool users, including Parent-Teachers' Association groups but excluding groups sponsored by the park department, used all of Seattle's school facilities 2,213 times at a total operating cost to the school district of $55,556. Nonschool groups concerned with character building (Boy and Girl Scouts, YMCA, Camp Fire Girls, and the like) used school facilities 10,927 times at an operating cost of $102,050 in 1963–64. Included in this usage, however, were some miscellaneous activities of school departments, such as workshops for school personnel and summer school. No rents were charged to cover operating costs for these activities.

## FOR FUND-RAISING PURPOSES

Administrative policy of the Seattle Public Schools prohibits the use of school buildings and grounds by nonschool groups for any function at which a collection is taken or an admission fee is charged, unless the funds so raised are used entirely for educational purposes connected with the school district, or to cover costs of the meeting, or for purposes approved by the board of directors of the school district. In the event that nonschool groups normally having free use of school facilities are permitted to use them for approved fund-raising purposes, these groups must pay the same rental charges as nonschool groups that do not normally have free use of such facilities (see rental schedule, table 2).

All public schools in the district are allowed nine free evening meetings a year for the Parent-Teachers' Association. Two of these may be money-raising affairs—one for the preschool association and one for the PTA. A school that does not have a preschool association is limited to one free meeting a year held for fund-raising purposes. The PTA Mother Singers are granted free space for two concerts a year. If other fund-raising functions are sponsored by the PTA, regular rental charges are collected. Types of school facilities used by PTA groups are auditoriums, cafeterias, gymnasiums, and classrooms.

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[2] *Ibid.*, pp. 2–5.

[3] Seattle Public Schools, Operating Department. *Three-Year Summary of Community Uses Covering School Years 1961–62, 1962–63, 1963–64.* July 17, 1964. (Mimeographed.)

[4] For a more detailed table on community use of school facilities, see app. C.

## Administration

### APPLICATIONS

School groups desiring to use a school facility for any legitimate purpose beyond the normal daily schedule of classes and activities must submit an application designated as the "Principal's Request Form" (see app. C–1) to the superintendent or to his designated staff member. It must indicate the type of program to be presented, the date and hours of the presentation, the name of the sponsor, the name of the person in charge, the expected attendance, and the building space requested. Approval of the application by the school principal and the assistant superintendent of the school district is necessary before a permit can be granted.

Evening use of school buildings for PTA functions must also be requested on the "Principal's Request Form" at least 1 week prior to date of expected use, and the application must be accompanied by a copy of the program for the event.

Nonschool groups must submit an application form that is different from that used by school groups. This form is a combined application-permit which is available at the office of the assistant superintendent for business services. (See app. C–2.) Information required on the form includes the name of the applicant organization, the number of its members, the type of space requested, the specific school at which the function is to be held, and the character and purpose of use; whether an admission is to be charged, and if so, the purposes for which funds collected are to be used.

If facilities are requested for a single meeting, the application must indicate the month, day, and hours for which use is requested, and if a building is to be open for rehearsals, both the hours for rehearsals and the performance time must be given. If a series of meetings is to be held, the beginning and ending dates of anticipated use of facilities must be indicated. The hours a building will be required to be open on these days must also be given.

### PERMITS AND/OR CONTRACTS

When an application form is approved by the assistant superintendent, it becomes a permit to use the facilities requested, and it serves as a legal contract between the school district and the applicant. Rules and regulations of the board of education concerning the use of school property by nonschool groups, printed on the back side of the application-permit form, are binding on the user just as if they were written into the contract itself.

In practice, applications by nonschool groups are expected to be submitted, with rental fees when applicable, to the assistant superintendent at least 7 days prior to the time of anticipated use of facilities.

A permit to use school property can be cancelled by the applicant, usually not less than 6 hours prior to the time of anticipated use. In no event can an approved applicant sublease any facility to another group. The school district reserves the right to cancel or revoke any permit at any time, with or without cause, and in the event of such cancellation or revocation, it cannot be held liable for any claim or right to damages or compensation on account of any loss, damage, or expense whatsoever.

### RENTALS

School groups using facilities for school or school-related purposes are not required to pay rental fees. Seattle high school alumni associations may hold one annual class reunion without charge in the building from which the class graduated, subject to approval of the program by the superintendent. Established groups of nationally recognized character-building organizations such as the Boy Scouts and the Camp Fire Girls are permitted to occupy rooms in a school building for regular meetings without charge, subject to the general conditions for the use of school buildings, provided applications are made by the organization headquarters and provided adult leaders of such organizations remain with their groups during all meetings, being responsible to the principal for the observance of all rules. Yearly permits are issued for regular meetings and individual permits for special meetings such as Courts of Honor, Council Fires, and Courts of Award. Heat is provided for the special meetings but not for rehearsals or regular meetings unless special arrangements have been made. Unless otherwise specified by the assistant superintendent for business services, all such meetings must terminate and the rooms be vacated at or before 9:30 p.m.

When PTA and related groups use school facilities for fund-raising purposes in excess of the number of free times allocated to them, they must pay regular rental charges just as any other nonschool organization. School district employee organizations may have the use of a school building for one evening each semester and alumni groups for one evening meeting per year without charge. Regional or State meetings of school district employees may be conducted in the district's buildings without charge if 50 percent or more attending the meetings are employees of the Seattle schools; if less than 50 percent of those attending are employees of Seattle schools, one-half the regular rental fee for the particular facility is charged.

Although there is a published schedule of minimum rental rates for each type of facility, the business department of the school district determines the specific rate for each facility, and in general this rate is based on individual requirements. No main building is opened in the evening, when a rental charge is involved, for less than the minimum charge for the auditorium in that building. Table 2 lists minimum rental charges for specific types of facilities.

**Table 2.**—*Schedule of minimum rental charges, by type of facility, time period, and designated days, Seattle Public Schools*

| Facility | 2-hour rental period (minimum hours) | | 3-hour rental period | |
|---|---|---|---|---|
| | Monday through Friday | Saturday through Sunday | Monday through Friday | Saturday through Sunday |
| Auditoriums: | | | | |
| All high schools and some junior high schools | $69.00 | $83.00 | $83.00 | $100.00 |
| Other junior high schools | 53.00 | 64.00 | 64.00 | 77.00 |
| All elementary schools and two junior high schools | 33.00 | 40.00 | 40.00 | 48.00 |
| Regular classrooms | 4.50 | | 5.50 | |
| With auditorium | 1.75 | 2.10 | 1.75 | 2.10 |
| Portables (for an evening): | | | | |
| 1st portable | 7.00 | 12.00 | 8.00 | 12.00 |
| Each additional | 3.00 | 3.00 | | 4.00 |
| Gymnasiums: | | | | |
| High and junior high schools: | | | | |
| Double gyms: | | | | |
| With heat | 48.00 | 58.00 | 58.00 | 70.00 |
| Without heat | 21.00 | 25.00 | 25.00 | 30.00 |
| Single gyms: | | | | |
| With heat | 35.00 | 42.00 | 42.00 | 50.00 |
| Without heat | 14.00 | 17.00 | 17.00 | 20.00 |
| Elementary school gyms: | | | | |
| With heat | 20.00 | 24.00 | 24.00 | 29.00 |
| Without heat | 7.00 | 8.00 | 8.00 | 10.00 |
| Little theaters (where available): | | | | |
| With heat | 30.00 | 36.00 | 36.00 | 43.00 |
| Without heat | 18.00 | 22.00 | 22.00 | 27.00 |
| Lunchrooms (including kitchen) (evenings only): | | | | |
| High school lunchrooms and junior high schools with separate lunchrooms | 48.00 | 58.00 | 58.00 | 70.00 |
| Combination auditorium-lunchrooms (same rates as auditoriums). | | | | |

Source: Seattle Public Schools. *Regulations for Use of School Buildings and Grounds by the Community.* September 1962.

In addition to facilities shown in table 2, the stadium is rented to Seattle high schools at the rate of 15 percent of receipts after taxes, and to other athletic users at 15 percent after taxes or $300, whichever is greater. For noncommercial use, when there is no admission fee, only the actual cost of opening the stadium is charged. Fifteen percent of receipts after taxes or $500, whichever is greater, is the rental for commercial use of the stadium with an admission fee. (The provision "after taxes" has presumably not applied since repeal of the Federal admissions tax.)

All rental fees collected by the school district for the use of its facilities are paid to the district's business office (assistant superintendent for business services), and the money is commingled with the district's school funds to be used by it for any purpose authorized by the board of education in its annual budget.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

> Any board of directors [board of education of a public school district] shall have power to make such bylaws for their own government, and the government of the common schools under their charge, as they deem expedient, not inconsistent with the provisions of this act, or the instructions of this act, or the instructions of the superintendent of public instruction of the State board of education.[5]
>
> The attorney general of the State has ruled that the board of directors has the power to prescribe reasonable rules and regulations governing all matters affecting the education and well-being of students.[6]

In line with these and other State statutes and opinions of the attorney general of the State, the Seattle Board of School Directors instructed the superintendent to prepare a statement of specific conditions under which community use of school buildings and other facilities shall be regulated. It was considered reasonable for the statement to include provisions for the protection of school property and establish a schedule of fees for the reimbursement of expenses incurred by the district, provided that, within specified limits, certain organizations and groups should be granted free use of school facilities. Parent-Teachers' Associations, any recognized national character-building organizations, school alumni associations, and organized groups of school employees were specifically mentioned as deserving free use of facilities.

Pursuant to these instructions, the superintendent formulated policies, rules, and regulations and submitted them to the governing board for approval and adoption. Although these rules and regulations, as adopted and amended from time to time, are liberal in allowing a variety of uses of facilities for many purposes by community groups, there are certain restrictions and prohibitions, imposed either by these rules or by State statutes, that exclude certain activities and programs from school premises. Examples of types of use and activities that are prohibited are promoting subversive doctrines, using animals as performers or for work, sponsoring any program or activity involving gambling or games of chance, operating concessions where alcohol, tobacco, or other products regarded as health hazards are sold, sponsoring carnivals or similar forms of entertainment, and conducting any program that conflicts with regular hours for church services. Any program or meeting held on school premises on Sunday must be in keeping with the spirit of the day.

School board policy prohibits the use of any school buildings or grounds for private or commercial gain, except that private teachers of music, drama, and the dance may be permitted to use these facilities under special rental arrangements. Board policy also decrees that playgrounds cannot be used for any purpose that creates a hazard or an unreasonable restriction of use by others.

In all cases where facilities are used on the basis of a permit, the user is held responsible for all activities carried on under the permit. Boisterous conduct, profane or other improper language, and liquor are not tolerated. Games of chance and lotteries are not allowed.

## BUILDING SECURITY AND SUPERVISION

The district's interests are protected by one or more school custodians who must be on duty at all times a facility is in use, except that in a few instances the recreation department has access to, and use of, certain types of school facilities such as toilet rooms when custodians are not on the premises. The sponsoring head of the user group is held responsible for supervising the activities of his group.

Projectors, tape recorders, and other types of electronic equipment are furnished only to school or school-related groups, and when furnished must be operated by school personnel. There is no charge for the equipment, but user groups are billed for the actual amount of salaries or wages earned by the staff members while operating the equipment. If special services for lighting (spot lights, stage lights, and the like) are required, the user group must make arrangements with the principal and pay directly to him an amount that will cover the wages of a specially trained person (usually a student) for the time required in providing these special services. If a large group with a play or other stage production uses stage facilities, the principal may require, at his discretion, the presence of his stage manager, whose rate of payment could be about $7.50 per hour.

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[5] Elmer Breckner. *Educational Manual—Laws Relating to Public Education in the State of Washington.* Seattle, Wash.: Book Publishing Co. (1964 supp.). 28.58.110. (From Washington Statutes 1909, sec. 6, p. 287; RRS sec. 4781. Prior Statutes: 1890, sec. 29, p. 29, 1897c, sec. 43, c. 118.)

[6] 60 Office of the Attorney General 105.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

Damage to, or loss of, school property while it is being used by nonschool groups is a liability assumed by users. This liability is presumed to be limited to reasonable amounts, and probably does not include large fire losses, since the school district is self-insured. There is a statement in the application-permit form to the effect that "The undersigned * * * agrees to * * * protect the premises and indemnify the school district for any damage due to the occupancy of the building covered by this permit." [7]

In the event of personal injury or damage to, or loss of, personal property, the user of school facilities assumes liability through another clause in the application-permit form which states: "The applicant further agrees to protect, indemnify, and save harmless the district and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this application." [8] Furthermore, State statutes exempt the school districts of Washington from liability for accidents and injuries on school premises. In order to afford some protection for citizens who might be injured on school premises while attending or participating in functions sponsored by nonschool groups, Seattle Public Schools require users of their facilities to carry liability insurance when it appears that a program or an activity sponsored by any user might be hazardous.

## FOOD SERVICES

Seattle school officials permit food concession stands only at football stadiums, and these are operated, under contract, by private commercial interests.

Food services in school cafeterias are made available to user groups after regular school hours under strict school board regulations as follows:

1. Dinners and banquets must be catered by a firm acceptable to the Director of Lunchrooms and must meet all requirements noted in 2 and 3 below.
2. The school district will not provide dishes or silver.
3. Dishwashing machines and other kitchen equipment—unless operated by lunchroom employees employed at time and one-half rate—may not be used except that the range top, oven, and steam tables may be used to keep previously prepared food and beverages hot.
4. Light refreshments and potluck dinners may be served in accordance with 2 and 3 above.
5. Any exceptions to the above-listed rules must receive advance approval from the Director of Lunchrooms.[9]

## FIRE SAFETY

Seattle municipal ordinances prohibit smoking in school buildings, and local fire codes prescribe that only flameproofed decorations may be used. School board policy requires that when decorations are to be installed in school buildings by user groups, these decorations must first be inspected by the local fire marshal, or by someone designated by the school board, to insure their conformity to the code.

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[7] Seattle Public Schools. Application and Permit for Use of School Buildings.

[8] *Ibid.*

[9] Seattle Public Schools. *Regulations for Use of School Buildings and Grounds by the Community.* September 1962.

# FORT WORTH INDEPENDENT SCHOOL DISTRICT CHAPTER V

The Fort Worth Independent School District, in the city of Fort Worth in Tarrant County, Tex., is primarily organized on the 6–3–3 plan, but it also operates four junior-senior high schools comprised of grades 7 through 12. The district operates 115 school plants that together accommodate an enrollment of nearly 80,000. Primary and intermediate schools consisting of grades 1 through 6, with a combined enrollment of 42,000, occupy 86 buildings; junior high schools consisting of grades 7 through 9, with a combined enrollment of 16,600, occupy 16 buildings; senior high schools embracing grades 10 through 12, with a combined enrollment of 10,000, occupy 7 buildings; and the junior-senior high schools consisting of grades 7 through 12, with a combined enrollment of 5,600, are housed in four plants. The Fort Worth Technical High School, with an enrollment of 2,450, is organized and operated so that its students can obtain a high school diploma, meet college entrance requirements, and learn a vocation that will help them earn their own way now and in the future. One of the four junior-senior high schools—the I. M. Terrill School—offers, in addition to its academic curriculum, a curriculum of seven courses in vocational education. Of its enrollment of 1,900 students, about 1,000 are enrolled in academic courses and 300 are enrolled in vocational courses.

The vocational and technical education program of the Fort Worth Independent School District is divided into two major categories: the day school for youth, and the adult vocational program, primarily for adults. Both divisions are operated on the high school level at the I. M. Terrill School and the Technical High School, while courses at the adult level are offered at the Technical High School building.

## Standard Schedule

Texas statutes require local districts to provide a school day of not less than 7 hours, including intermission and recess, for a minimum of 175 days each year. Fort Worth provides 177 actual teaching days for regular enrollees, with school hours starting at 8:40 a.m. and closing at 3:40 p.m., except at the Technical High School, where the hours are from 8:30 a.m. to 3:50 p.m.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

No public school in the Fort Worth district operates on a double session basis, but Technical High School has a staggered schedule which is arranged so that one group of regular enrollees is in school from 7:35 a.m. to 2:50 p.m., and another group is in school from 8:35 a.m. to 3:50 p.m. Intermediate schools offer special classes in Spanish for 30 minutes each school day, either before or after normal school hours, for pupils who wish to learn the language or improve their knowledge of it.

In junior high schools, regular enrollees use school facilities an average of 45 minutes after normal school hours each day, or 3¾ hours each week, for class meetings, club meetings, intramural sports, play and band practice, and other school-related activities.

### THE EXTENDED SCHOOL WEEK

Public school facilities of Fort Worth have limited use by regular enrollees on Saturdays and Sundays. High schools, for example, sponsor occasional dances on Saturday nights; and during the basketball season gymnasiums are used an average of 10 hours on weekends for basketball practice, usually by "builder squads," not by varsity squads. Junior high school gymnasiums are used an average of 3 hours on Saturday mornings for practice and/or intramural basketball during the season. For a portion of the summer months, the city's recreation department uses junior high school gymnasiums on Saturday mornings for indoor play activities for children enrolled in the department's recreation program.

Outside areas and lanes for driver training are used on Saturdays and during the summer months for behind-the-wheel instruction in driver education. The amount of time these facilities are used for this purpose each Saturday ranges from 1 to several hours, depending on enrollments and schedules.

Students who do not take the ninth-grade theory course in driver education during the spring semester may take the "30-6-6" course for 6 days per week during the summer. This designation means 30 hours in the classroom, 6 hours behind the wheel, and 6 hours of observation.

### THE EXTENDED SCHOOL YEAR

The Fort Worth school year consists of two semesters, with a summer term of 8 weeks offered to students at all levels on a voluntary basis. The summer term is operated on the basis of 5 days per week, 4½ hours per day for the 8 weeks. Both credit and noncredit courses are offered on a tuition basis. Although instrumental music for band members is offered at various schools during the summer months, this instruction is not considered a part of the summer term, and eligible students may attend on a voluntary, nontuition basis.

### FUND RAISING BY SCHOOL GROUPS

School facilities are used by school groups for programs and events for which admission charges are made when these programs and events are considered integral parts of the regular school program. Use of facilities by school groups for the specific purpose of raising funds to support their activities, however, is not permitted. Other fund-raising techniques have been found to be less troublesome, more productive, and more desirable for school groups, from the standpoint of public policy and good will, than fund-raising events that require special use of school property.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES

Nonprofit organizations or groups are permitted to use Fort Worth school facilities from time to time at no cost to them when such use does not entail a cost to the school district.

The district's adult education program, which is operated for the benefit of out-of-school youth and adults, utilizes facilities of the Technical High School an average of 30 hours per week for 50 weeks each year. The adult vocational program, which is primarily for adults, but which admits youths beyond the age of 16 who are unable to attend the day school, begins in these schools at the end of day school program at 4 p.m. and continues until 10 p.m., or a daily schedule of 6 hours. The Evening Adult High School, in other quarters of the same buildings, convenes at 6:45 p.m. and closes at 10 p.m.—a daily schedule of 3¼ hours—and offers three 60-minute class periods with short breaks between periods.

The district's driver-education facilities at its high schools are used an average of 40 hours per week for 8 weeks each year to provide instruction in automobile driving for those who wish to qualify for a driver's license or to improve their driving skills. School facilities at 25 locations are used an average of 4 hours per week for 30 weeks each year to teach immigrants and illiterates the fundamentals of the English language.

### FOR COMMUNITY PROGRAMS AND RECREATION

School facilities are not normally used by nonschool groups for recreation, hobbies, and the like, but exceptions are made for the Boat Club, which uses facilities of the Technical High School a total of 30 hours each year for the promotion of boating safety.

### FOR FUND-RAISING PURPOSES

School board policies of the Fort Worth Independent School District prohibit the use of public school facilities by nonschool groups for fund-raising purposes.

Regulations and policies relating to the use of school facilities by both school and nonschool groups are promulgated by the Fort Worth Board of Education under authority granted to it by State statutes.

## APPLICATIONS

Applications by school groups are oral and are made directly to the principal of the school concerned. Nonschool groups submit written applications in the form of a letter to the business manager of the school district. School board regulations allow the use of school buildings or grounds by persons or organizations that are not a part of the schools under the following conditions:

1. Such persons or organizations shall pay the expense of having the regular school building custodian in attendance and on duty.
2. Such person or organizations shall pay the cost of heating, lighting, and other expenses incident to the use of the building; the charge shall in every case be based upon the cost schedule prepared by the Business Manager of Schools.
3. Only the room or rooms specified in the application shall be used.
4. Payment shall be made for any damage to the building or its contents by the person or organization using it.[1]

School board regulations do not prescribe a specific number of days prior to anticipated use of a facility that an application must be submitted to the business manager, but a period of 2 weeks is recommended.

## PERMITS AND/OR CONTRACTS

School groups receive oral permission from their principals to use school facilities after school hours for school-related purposes. Nonschool groups whose written applications for permission to use school facilities have been received and approved by the business manager are notified by letter, a copy of which is mailed to the principal concerned, that permission has been granted. This letter is then the official permit, and in addition to designating the room or rooms to be used, it may set forth other stipulations prescribed by the board of education. Faculties and recognized parent organizations of the senior high schools are considered as school groups, within the meaning of school board policy, and principals of these schools are authorized to grant the use of the gymnasiums in their respective schools for such social functions as may be approved and sponsored by the faculty or by recognized parent organizations, with the understanding that in all social functions that are approved the principal and faculty of the school shall be charged with the responsibility for supervision of the activity.[2]

A permit that is issued to a nonschool group may be cancelled by the applicant group, without penalty, if notification of cancellation is submitted to the business manager at least 24 hours before the scheduled use of the facility. No group may transfer its permit, or sublease any part of a facility specified in its permit, to another group or organization.

## RENTALS

School groups and groups working in or with individual schools such as PTA's, Boy and Girl Scouts, Camp Fire Girls, Red Cross, Little League, and similar organizations are not required to pay rental fees for facilities used after school hours, but nonschool groups pay a fixed rental fee for a specific type of facility such as a gymnasium, an auditorium, or a dining room. Tax-supported agencies pay only the cost of custodial care when there is no admission fee. School-connected groups pay only a designated custodian fee, which for a weekday or night is $6 for 3 hours and $2 per hour or fractional hour thereafter; for holidays, Saturday, or Sunday the fee is $9 for 3 hours and $2 per hour or fractional hour thereafter; for carnivals, May Days, Play Days, and similar programs the fee is $6 for 3 hours and $2 per hour thereafter, including any work incident to the program which may be held over to the next day; for school programs and school board elections, no fee is involved unless admission is charged, in which case the regular fee is paid from the proceeds.[3]

The custodian in charge of a rented facility must call the business office at the beginning of the next work day in order that proper billing may be made for his work if he works more than 3 hours on any assignment that involves a rental fee. Rental fees for other types of facilities are determined by a number of factors such as type and amount of space, length of time space is to be used, type and amount of school-owned equipment needed, kinds of utilities (heat, lights, water, and air-conditioning) required, and the extent of services provided by building personnel. These fees are based on use-cost and are calculated by the business manager for each facility.

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[1] Board of Education, Fort Worth Independent School District. *School Board Policies and Regulations*, sec. 7, "Buildings and Property," p. 73.

[2] *Ibid.*

[3] *Ibid.*, p. 5.

Table 3 lists charges imposed for use of various facilities.

**Table 3.**—*Schedule of rental fees for specific types of facilities, Fort Worth Independent School District*

| Facility | Capacity | Rental fee for 3-hour period (except for parking lots) |
|---|---|---|
| Auditoriums: | | |
| Elementary school | 100–325 | $12. 00. |
| | 326–499 | $18. 00. |
| | 500–900 | $24. 00. |
| Junior high school | | $36. 00. |
| High and junior-senior high schools | Under 500 | $18. 00. |
| | 500–700 | $24. 00. |
| | 701–1500 | $36. 00. |
| | 1501 and over | $100.00 (commercial) $75. 00 (noncommercial). |
| For rehearsals: | | |
| Before 5 p.m. weekdays | | $6. 00. |
| After 5 p.m. weekdays | | $9. 00. |
| Holidays, Saturdays, Sundays | | $12. 00. |
| Paschal or Technical High School | | $30. 00. |
| Cafeterias and garden clubs (when used as meeting places). | | Same rates as auditoriums of equal size. |
| Classrooms | | $5. 00. |
| Gymnasiums: | | |
| For basketball and/or volleyball | | $12. 00. |
| For parties and dances | | $30. 00. |
| Public School (Field House)* | | 15 percent of gross receipts, or $100.00, whichever is greater. |
| Parking lots: | | |
| Farrington Field East | | $20. 00 per day Plus $10 additional if rest rooms are opened. |
| Farrington Field Northwest | | $5. 00 per day |
| Farrington Field Southwest | | $10. 00 per day |

*The Public School Gymnasium (Field House) is a large gymnasium which is used for basketball games expected to draw large crowds and for basketball tournaments.

Note.—There is no rental fee for the recreation department for junior high school gymnasiums when the school coach is in charge and a custodian is not required. Dressing and shower rooms in connection with gymnasiums are not available

Source: *School Board Policies and Regulations*, sec. 7.

Applicable rental fees are paid by user groups to the business manager of the school district, and they become a part of district school funds to be used for any purpose authorized by the school budget. In practice, however, rental receipts rarely amount to more than the cost of utilities and wages and salaries of service and supervisory personnel assigned to facilities during periods of use by nonschool groups.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Texas statutes permit incorporated cities to:

> provide for the establishment of public schools and public school systems in any such city, and to have exclusive control over same and to provide such regulations and rules governing the management of same as may be deemed advisable; to levy and collect the necessary taxes, general or special, for the support of such public schools and public school systems.[4]

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[4] Acts 1913, p. 307; Acts 1921, p. 169.

These statutes and local school board policies authorized by them prohibit the use of any public school facility by any group for meetings, forums, or group sessions of any kind for the purpose of promoting subversive doctrines; advocating social or political change by violence; conducting activities involving gambling, bingo, the sale of raffle or lottery tickets, or for determining winners of raffles or lotteries; selling alcohol, tobacco, or other products regarded as health hazards; or for presenting lectures, musical comedies, or theatrical productions that, in the judgment of the superintendent of schools and the business manager, are of a questionable nature. Furthermore, local policy prohibits the use of school facilities on Sunday for any purpose not considered in the public interest, and for private profit at any time.

## BUILDING SECURITY AND SUPERVISION

When any Fort Worth school facility is used by any nonschool group, a custodian who is regularly assigned to the facility is responsible for opening, closing, and locking the building. This custodian, or other regular custodian(s), must be on duty during the period of use to operate the plant and police the premises. The sponsoring head of the user group is responsible for supervising the activities of his group. When school equipment such as projectors, recorders, or other types of equipment is used by nonschool groups, a school employee who is competent to operate the equipment must be in charge of it. Arrangement for such equipment must be made through the principal of the school concerned.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

The Fort Worth Independent School District does not require groups or organizations using school facilities after school hours for nonschool purposes to purchase insurance coverage that will protect the district against loss of, or damage to, property, or liability for injury to, or death of, individuals while on school property that is being used by these groups or organizations. If, however, damage is inflicted on property or equipment when user groups have temporary possession of the property, users are billed for the actual cost of repairing the damage or replacing equipment that was damaged beyond repair. State laws protect school districts, as arms of the government, against tort action.

## FOOD SERVICES

Fort Worth school board policy permits groups using school facilities to operate concession stands, where appropriate, but these groups are required to clean the premises of litter, refuse, soft drink bottles, and floor soiling due to the operation of such concession stands.

Cafeteria facilities may be used by outside groups, provided these groups comply with local and State public health regulations relating to the preparation, handling, and dispensing of food to the public.

## FIRE SAFETY

School board policy and local municipal ordinances prohibit smoking in school buildings during the regular school day, but adults may smoke in the school dining room after 4:30 p.m. in connection with a meal or a dinner meeting. The policy on smoking in buildings and on grounds by adults has recently been reviewed by the board of education and may be changed.

Local fire codes, supported by school board regulations, limit the use of decorations in school buildings to materials that are flameproof.

# ATLANTA PUBLIC SCHOOL SYSTEM

## CHAPTER VI

The Atlanta school district, with boundaries coterminous with those of the city of Atlanta in Fulton County, Ga., had an enrollment in September 1964 of 116,666, and ranked 18th in enrollment among all school districts in the country. Its schools are primarily organized with grades K–7 in the elementary division and grades 8–12 in the high school division. Exceptions are made in this organizational pattern for one intermediate school of 620 pupils in grades 6–8 and one junior high school of 1,024 pupils in grade 8.

In addition to these two schools, the district operates 135 others, of which 113 are elementary with a combined enrollment of 79,096 in grades K–7, and 22 are high schools with a combined enrollment of 35,926 in grades 8–12.

## Standard Schedule

Regular enrollees in Atlanta public schools are provided 180 days of instruction during each school year. Students below the high school level attend school 6 hours per day; at the high school level, 6 hours and 40 minutes per day.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

In some elementary schools, enrollments beyond building capacity make it necessary to conduct daily double sessions. Each of the two groups of children involved in the double session arrangement attends school 4 hours per day.

There are no double sessions in the intermediate, junior high, or high schools, but some of the high schools operate staggered schedules that extend daily facility use by 2 hours. Under this arrangement some groups arrive at school and are dismissed an hour earlier than those that follow a standard schedule. Other groups arrive an hour later and are dismissed an hour later than those on a normal schedule. Provision is made for regular academic classes before and after normal school hours to accommodate these students.

High school students are also permitted to use school facilities an average of 3 hours per week after regular school hours for school-related activities such as class meetings, club meetings, intramural sports, and band practice. Usage of facilities for these purposes varies from school to school and from season to season. In addition, some high schools offer credit courses for regular night enrollees (not day students) 4 hours each night, 4 days a week.

During summer vacation periods some Atlanta high schools offer night classes in special areas that are not normally included in the regular curriculum. These courses are noncredit and are open to regular enrollees on a voluntary basis for 2 or 3 hours each night, five nights each week.

### THE EXTENDED SCHOOL WEEK

Utilization of facilities by regular enrollees on Saturdays and Sundays is usually limited to high schools for social activities, sports, rehearsals, concerts, and dramatic presentations. Gymnasiums are used an average of 1 hour per week on Saturdays and Sundays for rehearsals, concerts, and dramatic presentations. Outdoor courts and other outdoor facilities are used an average of 3 hours per week during the regular school year for a variety of athletic activities.

### THE EXTENDED SCHOOL YEAR

Summer sessions of 6 and 8 weeks in elementary and secondary schools, respectively, are offered to enrich the educational background of all elementary and secondary students. Nineteen elementary and seven high school centers are utilized for this purpose. Classes in elementary schools are offered 3 hours each day, Monday through Friday. High school summer classes are conducted 4 hours and 45 minutes each day, Monday through Friday.

The elementary summer school program emphasizes the improvement of skills, particularly in reading and arithmetic, and the study of art, music, creative writing, and dramatics, but this work is not offered for the purpose of grade promotion.

Any regular academic high school course is offered during the summer session, provided a minimum of 15 students register for it. In addition to regular academic courses, several special courses—some available only to students recommended by their high school principals—are offered. High school credits are allowed for designated courses that are successfully completed during the summer session. A student is limited, however, to a maximum of one and one-half Carnegie units during an 8-week summer session.

All resident summer students except those who were on double sessions during the school year immediately preceding the summer term must pay tuition at the rate of $20 per elementary pupil and $12 per semester subject for high school pupils. Additional charges are made for driver training and for driver training plus behind-the-wheel experience. Nonresident high school students pay $5 more per subject than the regular tuition charges. An additional charge of $5 per subject for high school enrollees and per pupil for elementary enrollees is made for late registration.

A student may withdraw or drop a subject in day summer school, provided a written request from the parents is presented to the principal. A tuition refund will be made if, in addition, the student presents both the tuition receipt issued at the time of registration and a written statement from the teacher that all books have been returned. Tuition refunds are prorated according to the number of days remaining in the summer session, less $2 per subject registration fee in high schools and $1.50 per pupil in elementary schools.

Enrollment in the seven high schools that offered programs during the 1964 summer session was 6,806; in the 19 elementary schools, the enrollment was 5,998.

In addition to the academic program offered by the high schools in the summer session of 1964, there was a complete driver-training program through which approximately 600 high school students qualified for driver certificates, and at one school a course in gymnastics was offered to interested girls.

Another type of facility utilization during the summer is illustrated by Atlanta University's teacher preparation program that is conducted at a number of elementary schools to provide practice teaching experiences for university students seeking Georgia teaching certificates. Enrollees in these practice teaching classes are selected from among the regular students in the city's elementary schools.

## Facility Utilization by Nonschool Groups

Authority to own, operate, and control public school facilities is vested in the local board of education by State law which states:

> The county boards of education shall have power to * * * build, repair or rent schoolhouses * * *. The said boards are invested with the title, care, and custody of all schoolhouses or other property, with power to control the same in such a manner as they think will best serve the interests of the common schools * * *.[1]

In Georgia, municipal school districts such as the Atlanta Public School System were established by special laws. These districts are operated by boards of education that have the same powers as county boards of education.

The Atlanta Board of Education has a policy which states that "community groups shall be permitted and encouraged to use school facilities for worthwhile purposes, provided such use does not interfere with the regular school program." [2]

### FOR EDUCATIONAL PURPOSES

Two Atlanta high schools offer a full academic evening program for adults. These programs are offered 6 hours each evening, 4 days each week during the school year of 36 weeks. At another high school noncredit courses for adults in such areas as commercial education, art, and homemaking are offered 3 hours per week for 36 weeks each year.

Both elementary and high school facilities are used throughout the year by Parent-Teachers' Associations for meetings and by group leaders within the associations to present lectures, films, and demonstrations that promote various aspects of the schools not extensively publicized through other channels. Some examples are the juvenile court school, vocational technology, school budget, school facility planning, opportunities for the handicapped, and functions of the board of education.

Buildings are also extensively used during after school hours for inservice training programs for teachers. These programs follow a three-dimensional pattern: college credit courses taught by regular college and university professors who conduct their classes at various centers in the school system; college credit and noncredit courses taught by regular college and university professors to large groups of teachers via educational television at designated centers; and professional improvement sessions involving the problem-solving approach, conducted at about 60 schools for the principals and their staffs.

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[1] Eugene Cook. *Georgia School Laws*, Code 32, sec. 909, p. 32. Atlanta State Department of Education, 1955.

[2] Atlanta City Board of Education. *Policy Manual*, p. 37.

Atlanta public schools also provide an extensive vocational education program that is conducted at two high school centers, one a technical high school that offers 22 different vocational programs and extension courses, usually on a noncredit basis. The other is essentially a comprehensive high school that offers both academic and vocational technical courses, the latter on a noncredit basis. Day students at both schools attend classes 6 hours per day, 5 days per week. Evening preparatory classes meet four nights per week, 4 hours each night. Evening extension courses are for those who wish to improve existing skills through additional training. These courses are conducted two evenings per week, 2 or 3 hours each evening. The evening vocational and technical programs at both schools are administered by one director.

### FOR COMMUNITY PROGRAMS AND RECREATION

Twelve school centers have been and are being utilized during the summer months from 2:30 to 10 p.m. each week day for a variety of activities planned to serve all age groups. These activities include, but are not limited to, academic instruction, recreation, and social activities, depending upon recommendations submitted by committees representing each of the 12 communities under provisions of the Federal Economic Opportunity Act.

Other nonschool groups utilize facilities at typical school centers for recreation, hobbies, meetings, and community programs at the rate of 20 hours per month for elementary auditoriums and/or cafetoriums; 4 and 12 hours per month for elementary and high school classrooms, respectively; 2 hours per month for high school gymnasiums and/or gymnatoriums; and 4 hours per month for elementary school playgrounds and ballfields.

### FOR FUND-RAISING PURPOSES

School board policy prohibits the use of school facilities by nonschool groups for fund-raising purposes. However, such groups may use facilities for programs involving an admission charge when:

1. A worthy educational, civic, or charitable purpose will be served.
2. A substantial group in the community will be benefited.
3. Alternate facilities are unavailable or are available only at undue cost or inconvenience.
4. The contracting organization is primarily interested in presenting a program of educational value rather than making a profit, even though the proceeds might be intended for a worthy cause. "Profit" shall be considered an organization's major purpose if tickets are sold through a general telephone solicitation.[3]

## Administration

Policies of the Atlanta Board of Education concerning the use of its school facilities for other than school purposes have been formulated with care. They have been developed to facilitate administrative aspects of facility use, to prevent misunderstandings, to fix responsibility, to protect school property, and to prevent conflicts.

### APPLICATIONS

All requests by nonschool groups for the use of school facilities must be addressed to the assistant superintendent for administrative services, who clears all such requests with the principal of the building concerned and the area superintendent. A request for nonschool use may originate with the principal or area superintendent on Form No. 67856 (see app. D), but this request does not become a contract until it is approved by the assistant superintendent for administrative services. An application for the use of school facilities must be made at least 7 days in advance of the proposed use.

School groups may obtain permits to use school facilities for school functions from their principals, but a copy of each permit (Form No. 67050, see app. D–1) must be forwarded to the assistant superintendent for administrative services.

Requests for the use of school facilities for a period longer than a week must be acted upon by the board of education. The rental fee in such cases is also determined by the board.

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[3] *Ibid.*

## PERMITS AND/OR CONTRACTS

A permit for the use of school facilities by outside groups, approved by the superintendent or his designated representative (the assistant superintendent for administrative services), constitutes a rental contract between the board of education and the applicant group. Permits to school and school-related groups for school and school-related functions on school property are issued in quadruplicate by the principal of the school concerned. The original is sent to the assistant superintendent for administrative services. One copy goes to the user group (or lessee), another to the custodian concerned, and one is retained by the principal for the school files.

Nonschool groups must sign a rental contract and pay required fees prior to the date of anticipated use. The full amount of rental charges (except the amount to be paid directly to custodial and other employees for their individual services) is payable to the Atlanta Board of Education.

The board of education reserves the right to cancel a rental contract, with rental fees returned to the lessee, when such action is deemed necessary for the best interests of the public schools. Lessees may also cancel rental contracts, with full refund of rental fees, up to 5 days before the date of scheduled use. If such cancellation is within 5 or fewer days of the date of scheduled use, all but $10 of the rental fee is returned. A contract for the use of school facilities is not transferable from one group to another.

## RENTALS

Organizations other than school or school-related groups that contract for the use of school facilities are charged rental fees based upon minimum costs to the board of education for supervision, custodial service, fuel, and lights, plus a reasonable amount for normal depreciation. An additional charge, payable when the rental contract is signed, is made for the use of special equipment such as public address systems, spotlights, projectors, recordplayers, and tape recorders.

Equipment may also be rented by responsible community groups for use outside a school building to promote worthy educational, civic, or charitable purposes under the following conditions:

1. The rental of equipment for use in connection with a scheduled performance or for use outside a school building is subject to the approval of the principal of the school where the equipment is located.
2. The contracting group must agree to accept responsibility for repairing or replacing any items of equipment damaged or lost while in its possession.
3. Mechanical and electrical equipment may be rented only if operated by a school employee or other person approved by the principal of the school where the equipment is located.
4. A fee to cover handling and operating costs, plus a reasonable amount for depreciation, is charged for equipment rented to outside organizations.
5. All requests for the use of school equipment outside of a school building shall be in writing and approved by the superintendent or his designated representative.[4]

Heavy equipment and pianos are not to be moved except as specified in the contract. An amount covering the moving cost of such equipment, when moving is required, is added to the rental agreement. The following tabulation illustrates charges for types of equipment most commonly rented by outside groups.

| Type of equipment | Rental charges per unit when moved by school maintenance department | | Rental charges per unit when moved by the renter | |
|---|---|---|---|---|
| | For inside use | For outside use | For inside use | For outside use |
| Chairs | $0.25 | $0.65 | $0.10 | $0.50 |
| Tables | .30 | .85 | .20 | .75 |
| Payson and O'Callaghan risers (per person accommodated)[1] | .10 | Not rented | .10 | Not rented |

[1] Plus labor costs for setting up and taking down, and transportation costs. Risers are not to be rented without a written permit from the business office. The charge for labor and transportation is established by the executive director of maintenance and operations.

Details of custodial fees, rental charges, and utilities costs imposed on nonschool users of Atlanta's school facilities are presented in the following outline:

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[4] *Ibid.*, p. 38.

| A. Custodial fees (after duty hours): | *Custodian* | *Maid* |
|---|---|---|
| 1. Monday through Friday: | | |
| a. Minimum charge | $5.00 | $2.00 |
| b. First 2 hours | 5.00 | 2.00 |
| c. Each additional hour | 1.25 | .50 |
| 2. Saturday, Sunday, and holidays: | | |
| a. Minimum charge | 5.00 | 2.00 |
| b. First 2 hours | 5.00 | 2.00 |
| c. Each additional hour | 1.75 | .70 |

| | *Admission status* | |
|---|---|---|
| B. Rental of building: | *No charge* | *Charge* |
| 1. Classroom (each) | $2.50 | $5.00 |
| 2. Elementary school auditorium | 5.00 | 15.00 |
| 3. High school auditorium | 10.00 | 25.00 |
| 4. Gymnasium[1] | 16.00 | 50.00 |
| 5. Lunchroom[1] | 15.00 | 30.00 |

| C. Utilities (for 2 hours' use): | *Entire building* | *Auditorium only* | *Classrooms (each)* |
|---|---|---|---|
| 1. Lights: | | | |
| a. Elementary schools: | | | |
| (1) Minimum charge | $3.00 | $1.00 | $ .70 |
| (2) Charge per hour after 2 hours | 1.50 | .50 | .35 |
| b. High schools: | | | |
| (1) Minimum charge | 6.00 | 1.50 | 1.00 |
| (2) Charge per hour after 2 hours | 3.00 | .75 | .50 |
| c. Stage lights | ...... | 1.00 | ....... |

| 2. Heat: | *Auditorium and/or building* |
|---|---|
| a. May through September | No charge |
| b. March, April, October: | |
| (1) Elementary schools: | |
| (a) Minimum charge | $2.50 |
| (b) Charge per hour after 2 hours | 1.00 |
| (2) High schools: | |
| (a) Minimum charge | 4.00 |
| (b) Charge per hour after 2 hours | 2.00 |
| c. November, December, January, February: | |
| (1) Elementary schools: | |
| (a) Minimum charge | 4.00 |
| (b) Charge per hour after 2 hours | 2.00 |
| (2) High schools: | |
| (a) Minimum charge | 6.00 |
| (b) Charge per hour after 2 hours | 3.00 |

Charges made for services rendered by school personnel (principals, custodians, maids, and technicians), when applicable, are paid directly to them by user groups. All other rental fees are paid to the Atlanta Board of Education, and are added to the district's revenue receipts to be used for any purpose authorized by the school budget.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Authority to control and manage public school property in Georgia is vested in boards of education of local school districts by State statutes, as mentioned above. There are, however, certain restrictions on the use of school property that are specifically imposed by State statutes and by regulations of the State Board of Education. Public school facilities cannot be used by any individual, group, or organization at any time to:

1. Promote subversive doctrines.
2. Promote the sale of commercial products.
3. Engage in activities involving bingo or the sale of raffle or lottery tickets, or for determining winners of raffles or lotteries.
4. Sell alcoholic beverages, tobacco, or other products that are regarded as health hazards.

In addition to these statutory restrictions, the Atlanta Board of Education imposes others, such as:

1. School facilities are not to be rented to individuals (as contrasted with groups or organizations).
2. Only in rare instances will classrooms be rented to outside groups during the school year. Requests for such rental will be considered only if a worthy educational purpose is involved and there is no interference with the regular school program.
3. Smoking and the use of alcoholic beverages are prohibited in public school buildings.
4. Special permission is required, and must be noted in the contract, if the sale of soft drinks or other concession items is contemplated. If soft drinks are sold before, after, or during the intermission of a public performance, they must be served in paper cups.
5. Dances sponsored by outside groups are not permitted in school buildings.
6. Use of gymnasiums by outside groups is restricted to those activities which will not damage the floors.
7. Rental of a gymnasium does not include the use of school-owned athletic equipment, or locker,

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[1] If rental is in excess of 4 hours, there is a proportionate increase per hour. Utilities are included in these charges. (The City Parks Department may have the use of school gymnasiums for its sponsored programs and activities without cost to it. Custodians must be on duty, and they will receive overtime pay from the board of education.)

shower, and dressing room facilities, except as specifically provided in the contract.

8. If a gymnasium is rented for practice purposes, only the coach and team members are permitted in the building.

9. Permits are not granted for the use of school buildings on Sundays for political meetings.

10. School facilities cannot be used by private enterprise at any time for profit.

## BUILDING SECURITY AND SUPERVISION

When it is deemed advisable by the superintendent, the principal or his representative is required to be on duty when school facilities for which he is responsible are used by outside organizations. In such cases, the organization using the building pays directly to the principal or his representative a minimum of $10 for services rendered. A custodian must be on duty at all times when school facilities are used by outside organizations. He is responsible for cleaning the facilities used and preparing them for use the next day. The organization concerned pays the custodian directly for his services. His pay includes wages for any time necessary to prepare and to heat the building before the lessee uses it, and to clean the building after the lessee vacates it.

When school authorities so decide, police protection must be provided, as specified in the rental contract, by the contracting organization. A minimum of $10 must be paid directly to each policeman employed by the contracting organization. This regulation may be satisfied by employing uniformed and/or regular school detectives.

If electrical equipment is used by outside groups, school employees must be in charge of it and must make all arrangements for its use. Temporary alterations in electrical service and other facilities may be made by craftsmen from the school maintenance department when considered feasible by the assistant superintendent for administrative services, or by his representative. The cost of labor and any materials used in these alterations is paid to the board of education by the organization renting the building.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

In executing a rental contract, the organization involved assumes responsibility for the proper use and protection of school property. Damage to a building or equipment resulting from improper use is the responsibility of the organization renting the facility, and the cost of repairs or replacements must be paid by it.

The Atlanta Public School System, as an arm of the government, is protected against suits involving damage for personal injury by customary governmental immunity to tort action.

## FOOD SERVICES

In general, outside organizations using school facilities may operate concessions only if special permission has been given for this activity If bottled or soft drinks are sold, they must be dispensed in paper cups.

School cafeterias may be rented for full meal food service by outside organizations, but the school cafeteria manager will be responsible for equipment, food preparation, and other necessary services. She will be permitted to use additional cafeteria employees as may be necessary to prepare and serve meals and to clean the equipment and facilities afterwards. She receives directly from the renting organization a minimum of $10 for her services. Other cafeteria employees receive a minimum of $5 per function.

## FIRE SAFETY

Smoking is prohibited in school buildings by both school board policy and city ordinance, except in dining rooms in connection with a dinner meeting by outside groups.

City fire codes prescribe regulations governing the use of decorations in school buildings. Such decorations must be flameproof, and are subject to inspection by the city fire marshal or his representative.

# LINCOLN PUBLIC SCHOOLS

## CHAPTER VII

Lincoln Public Schools, known in Nebraska as School District No. 1, are comprised of all the public schools in the city of Lincoln, Lancaster County. Educational activities, opportunities, and programs of the city are undoubtedly influenced by the fact that it is both the State capital and the seat of the State university. The large proportion of salaried workers in the city who are employed by the State, the university and other institutions of higher learning, the many insurance companies located there, and local offices of the Federal Government indicates a relatively advanced average of schooling completed by both male and female residents. This in turn means that there is greater than usual opportunity in Lincoln for intellectual and cultural activities such as music, fine arts, dramatics, and sports and recreation.

With a public school enrollment in grades K–12 of 31,321, as of June 1965, Lincoln operates 49 schools. These are primarily organized by three levels of instruction: elementary, which includes grades K through 6; junior high school, with grades 7–9; and senior high school, with grades 10–12. Of the 19,434 elementary school children (grades K–6), 18,797 are housed in 33 buildings, and 637 are housed in five special facilities designated as "child centers." Eight junior high school buildings accommodate 6,261 students, and three senior high buildings house 5,624 students.

## Standard Schedule

Lincoln schools operate on a standard annual schedule of 175 days for elementary pupils and 176 days for secondary pupils. The standard school day for elementary schools is 5 hours and 10 minutes, for secondary schools 6 hours and 15 minutes, with an optional maximum daily session of 7 hours.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

There are no double sessions at any of Lincoln's 49 schools, but the senior high schools have staggered schedules that permit one group of students to arrive at their respective buildings 1 hour later—and be dismissed 1 hour later—than other students. This means that facilities at these schools are utilized an additional 5 hours per week.

The school day is also extended by 1 hour for accelerated senior high students who wish to earn more credits than they could earn by following a standard schedule. Classes for these students meet 1 hour before or 1 hour after normal school hours. Additional sessions of 1 hour before and 1 hour after the standard schedule are also conducted at the senior high schools 4 days per week for regular enrollees who need extra instruction in order to make satisfactory progress in some courses.

School-related activities such as class and club meetings, intramural sports, and practice sessions for music and dramatic groups are conducted at the high schools an average of 7 to 8 hours per week after regular school hours.

Another type of educational activity that extends the school day at high school centers by at least 4 hours per day for 4 days each week during the school year is the night school for regular high school students who attend night sessions for credit toward a diploma.

High school library services are available to regular enrollees before and after regular school hours, or at night, an average of 2 hours each school day of the year.

### THE EXTENDED SCHOOL WEEK

School-sponsored activities on Saturdays and/or Sundays for regular enrollees are confined to sports and programs to develop physical fitness and to concerts, dramatic presentations and rehearsals. In general, junior high school gymnasiums are used an average of 2½ hours on Saturdays and high school gymnasiums an average of 3 hours on Saturdays for sports activities, including intramural sports. Buildings and gymnasiums are not available to any group for sports activities on Saturdays after 12 noon, or on Sundays or holidays except for programs sponsored or approved by the board of education; or for one event per school year sponsored by a PTA unit or other authorized parent group. Outdoor sports, either practice sessions or contests, are conducted for an average of 1 hour each Saturday at junior and senior high outdoor areas. One high school swimming pool is open to regular enrollees of Lincoln schools an average of 1 hour each Saturday.

### THE EXTENDED SCHOOL YEAR

A summer term of 6 weeks, with credit courses that meet 4 hours per day, is offered to high school students on a fixed tuition basis. Another phase of the summer program, with noncredit courses and activities that meet 4 hours per day for 6 weeks, is open to regular high school students on a nontuition basis. These activities include band practice, sports, programs for physical fitness, home economics and 4–H projects, and similar activities.

For elementary students there is a summer program of 6 weeks, with facilities being used 4½ hours per day for 5 days each week, for recreation, play, physical fitness, swimming, sports, reading, dramatics, and other nonacademic activities.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES

During the year ending June 30, 1965, nearly one-half of Lincoln's 49 school buildings were utilized for adult education courses for a total of 19,828 hours. These courses are organized and offered under the direction of five coordinators and one principal who is responsible for the Adult High School, which offers more than 40 academic courses. Each of five coordinators directs all activities and programs in six categories ranging from prevocational and vocational subjects through courses in general adult education to home and family life education.

Most adult courses of an academic nature and all courses offered by the Adult High School are conducted in the Public Schools Activities Building and one high school building. Adult High School courses are offered 2 days (or nights) each week for 16 weeks each semester. Afternoon or day sessions run from 12:30 p.m. to 6:30 p.m., and night sessions run from 6:30 p.m. to 9 p.m. Courses are also available at the Supervised Center for Independent Study, where students study on an independent basis, advancing at their own rate. Other adult courses are offered over channel 12 for educational television, at appropriate industrial establishments, and at other private locations where facilities and equipment for highly specialized technical training are available.

Although some adult courses have morning sessions, most are conducted from 6:30 or 7 to 9 or 9:30 in the evenings, and meet 1 day each week from 1 to 20 weeks' duration, depending on the nature of the course.

Except for those courses offered via educational television, and perhaps one course on survival preparedness (civil defense), all other courses involve the payment of fees which range from $3 to $35. All Adult High School courses are listed at $15 each for the 16 weeks.

Any person over 16 years of age who has dropped out of regular day school, or any high school graduate who wishes to enroll for vocational or cultural courses, is eligible to attend the adult education offerings. However, the Lincoln Board of Education reserves the right to cancel a class that does not have sufficient enrollment to justify its continuation. Certificates of achievement are awarded in vocational classes to all enrollees who attend 80 percent of the total class time. Enrollees in the Adult High School who complete all requirements for graduation are awarded high school diplomas.

### FOR COMMUNITY PROGRAMS AND RECREATION

Nebraska statutes authorize public school boards to permit, at their discretion, the use of public school buildings for public assemblages under such rules and regulations as they may adopt.[1]

The Board of Education of Lincoln Public Schools has developed and adopted policies governing the use of its facilities by nonschool groups of the community. These policies encourage community groups to use and enjoy their public school facilities to the maximum.

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[1] Nebraska Statutes, ch. 79, art. 4, sec. 142.

The extent to which school groups and community groups and local organizations, including churches, have availed themselves of the opportunity to use school facilities beyond standard schedule during the year 1964–65 is illustrated in table 4.

TABLE 4.—*Use of school facilities beyond standard schedule, by school and nonschool groups during academic year 1964–65, Lincoln Public Schools*

| Organization or program | Purpose | Approximate hours of use |
|---|---|---|
| Adult education program | Instruction | 19,828 |
| Boy and Cub Scout groups | Meetings and activities | 260 |
| Church groups | Services | 970 |
| City Recreation Department | Recreation programs | 5,915 |
| County Assessor's Office | Meetings | 336 |
| Election Commission | Elections | 1,173 |
| Girl Scouts and related groups | Meetings and activities | 1,137 |
| Lincoln Education Association | Meetings | 66 |
| Little Chiefs | Meetings and activities | 2,479 |
| Orchestras, bands choirs | Musical activities | 517 |
| PTA and Mothers' Club | Meetings, dances, fun night, open house | 1,322 |
| Public Schools Clerical Association and Nebraska Education Secretaries Association | Meetings | 55 |
| Red Cross, YMCA, Boy and Girl Scouts | Swimming pool for swimming lessons recreational swimming | 1,549 |
| School groups | Intramural programs, vocational recreation programs, field days, football, wrestling, track | 14,247 |
| University of Nebraska | Art classes | 145 |
| YMCA | Indian Guides | 435 |
|  | Gra–Y's | 1,344 |
| YMCA and other organizations | Basketball practice and games | 1,604 |
| YWCA | Activities and Y–Teens | 373 |
| Total hours...... | ...................... | 53,755 |

TABLE 4.—*Use of school facilities beyond standard schedule, by school and nonschool groups during academic year 1964–65, Lincoln Public Schools*

Source: R. J. Bauer, *1964–65 School Buildings Uses.* Lincoln Public Schools, Operation and Maintenance Department. June 29, 1965. (Mimeographed.)

### FOR FUND-RAISING PURPOSES

Nonschool groups are permitted to use school facilities for any fund-raising purpose that is not in violation of the laws of the State, the ordinances of the city, the rules under which buildings are insured, or regulations prescribed by the board of education.

For fund-raising purposes sponsored by nonschool groups, school auditoriums are used by five different recital groups an average of 6 hours per auditorium during the year; gymnasiums are used an average of twice a year for 3 hours each time for competitive games; the football stadium is used six evenings a year for 4 hours each time by professional football teams.

## Administration

Believing in the use of school facilities for the broader education of the people and for the advancement of the civic interests of the community, the Lincoln Board of Education has established policies to insure fair treatment to all groups desiring to use school property for nonschool purposes.

### APPLICATIONS

The board of education provides a standard application form for use of buildings and grounds (see app. E) and an individual room permit (app. E–1). These may be obtained from the principal at each school or from the office of the assistant superintendent in charge of operation and maintenance. The application for building use must be completed by the applicant, whose name (or that of the organization he represents) must appear on the document. Among other things the form will indicate the building and specific rooms requested; date(s) of use, with beginning and ending dates if use is for more than one time; frequency of use (daily, weekly, monthly); full statement of purpose of use; whether admissions are to be charged or collections taken; purpose for which money will be used (if fund raising is a purpose); and signature and official organizational capacity of the applicant, who by his signature agrees to comply with all rules adopted by the board of education governing the use of school buildings and grounds.

The completed application form can first be submitted to the principal of the school concerned, who will certify to the availability of facilities requested (whether or not they will be required for school purposes on the dates and hours requested), or to the office of the assistant superintendent of schools in charge of operation and maintenance. If a charge is to be made for facilities requested, the assistant superintendent for operation and maintenance enters the amount on the application form, and if he approves the application, he notifies the applicant and states the amount of rent, if any, that must be paid to the assistant superintendent in charge of business affairs in advance of use.

This procedure is followed by both school and nonschool groups. Application forms should be submitted to the proper authority so that a use permit can be issued at least 7 days prior to actual use, except that on regularly scheduled schooldays, meetings of pupils or teachers within any building for school purposes prior to 6 p.m. shall be arranged by the principal of the school concerned.

Individual churches may obtain permits to use school facilities for religious purposes provided one or more of the following conditions are met:

1. The church is temporarily housed, or is without facilities, due to an emergency situation; and if there are formulated plans for future construction, or if the church requests temporary use of facilities until plans can be formulated.

2. Evidence is presented in writing by officers of the church to the board of education stating that:

    a. The church has money for constructing its facilities, or that money will be available when needed.

    b. Church officers have negotiations or plans under way for the development of working drawings and specifications for the new church.

    c. Church officers have secured land for the church site.

    d. A time of completion has been estimated for the structure.

## PERMITS AND/OR CONTRACTS

Approved application forms constitute a contract between user groups and the board of education. A written notification of approval by the assistant superintendent in charge of operation and maintenance, together with a statement of the amount of rent, if any, that must be paid, constitutes a permit to use specified facilities on the date(s) specified, provided the rent is paid in advance. This permit does not stipulate conditions of the contracting agreement, since these are referred to and are acknowledged by the applicant.

Permits to use school facilities may be cancelled by applicants up to 24 hours before their scheduled use, but no rent refunds are made except upon the specific authority of the board of education. Permits cannot be transferred from one group or organization to another without specific approval of the school official who issued the permit.

Permits covering forenoon usage of facilities terminate at 12 noon, afternoon usage at 6 p.m., and evening usage at 11 p.m.

## RENTALS

Pupils, teachers, school alumni, school patrons, the PTA, and approved recreation and character-building groups may use Lincoln school facilities without payment of rentals, provided admission fees, collections and contributions, or fund-raising activities are not involved. Activities of these groups on school premises may not be held at times that interfere with regular school functions, or on Saturday afternoon, Sunday, or holidays. When such use requires extra custodial services for operating lights, curtains, the cyclorama, or the care of dressing rooms in connection with an auditorium or an assembly room, an hourly charge is made for such services. Organizations whose activities are conducted on school premises under auspices of the board of education are exempt from the payment of rental fees and custodial service charges.

School premises may be used as polling places in general and city elections, but for each election a charge of $5 is made for each polling place and of $2.50 for the storage of voting booths and other equipment at each polling place.

Community and civic groups using school facilities to raise money for community improvement or welfare pay $15 per use for any elementary school assembly hall or auditorium, with an additional payment of $4 for each rehearsal, when the admission fee does not exceed 35 cents per person. The same groups using the high school auditorium for similar purposes pay $30 per use, with an additional payment of $7.50 for each rehearsal, when the admission fee does not exceed 75 cents per person. When these groups impose admission fees exceeding 75 cents per person, the same rental charges as for commercial use are imposed (see below). Under these conditions of use, individuals cannot be reimbursed from admission proceeds for services rendered in producing a program.

When school facilities are used by any individual, group, or organization for commercial purposes, with income or advertising advantages from such use accruing to them, a commercial rental schedule is imposed. Under this schedule, if admission fees do not exceed 75 cents per person, there is a minimum rental of $30 for elementary assembly halls and auditoriums, with an additional charge of $10 for each rehearsal. The same admission fee for events held in the high school auditorium entails a rental of $60 per use, with an additional charge of $15 for each rehearsal. When the admission charge for events at the high school auditorium is more than 75 cents per person, rental is at the rate of $100 per use, with an additional charge of $20 for each rehearsal.

The use of gymnasiums during the regular basketball season for playing competitive basketball games in leagues sponsored by the City Recreation Department and the YMCA is on a gratis basis unless the board of education furnishes custodial service, in which case the user organization reimburses the board for the cost of custodial service. If an admissions fee that does not exceed 35 cents per person is charged for athletic contests, carnivals, exhibitions, and similar functions in gymnasiums, there is a rental fee of $15 for each use and an additional fee of $3.75 for each rehearsal or practice. If the admission fee does not exceed 75 cents per person for athletic contests, carnivals, and exhibitions, the rental fee for using a gymnasium is $30 for each use, with an additional fee of $7.50 for each practice or rehearsal session. A rental fee of $40 per use is levied for the combined use of the auditorium and gymnasium at each of three high schools, if the admission fee does not exceed 35 cents per person. An additional fee of $7.50 per session is levied for practice or rehearsal. The combined use of auditorium and gymnasium of either of the three high schools escalates the rental fee to $60 per session and the rehearsal or practice fee to $15 per session when an admission charge up to 75 cents per person is made.

Swimming pools may be rented for instructional purposes by colleges and universities, or other approved sponsoring agencies, at the rate of $11.75 per hour, or 2 hours for $17 for mixed groups; and at the rate of $6 per hour, or 2 hours for $10.50, for either men's or women's groups. The Saturday rate is $15 for 1 hour and $20.50 for 2 hours for mixed groups, $9.50 for 1 hour and $17.50 for 2 hours for either men's or women's groups.

During the regular school year, swimming pools may be used without charge by the Lancaster County Chapter of the American Red Cross for carrying on its program of instruction and testing in life saving. During the summer months, when schools are closed, a charge of $5 per hour is imposed on the Red Cross for the use of a swimming pool.

Swimming pools may be used without charge by employees of the board of education, but a charge of $3 per hour is made if a lifeguard is furnished by the board. This lifeguard fee is also charged to other users of pools when such services are furnished by the board. (An approved lifeguard must be in continuous attendance during any use of swimming pools. If he is provided by the user, his name must appear on the application for use of the pool.)

A charge of $10 per use is made for lunchrooms at elementary schools and $15 per use for lunchrooms at secondary schools for meals served in connection with programs sponsored by lodges, civic clubs, or similar organizations where the proceeds are not used for the gain or benefit of any person. However, dishes or cooking utensils are not furnished or rented for this use.

The Public Schools Activities Building may be rented for 4 hours or less, when no admission charges are made and without the use of shower or dressing rooms, for $60; with the use of showers or dressing rooms, the rental fee is $75. When an admission charge is not more than 35 cents per person, the rental fee is $100 for 4 hours or less; when the admission charge is not more than 75 cents per person, the rental fee is $150 for 4 hours or less.

All applications for the use of special equipment must be referred to the superintendent of schools for report and recommendations before they are presented to the board of education for approval or disapproval. An exception is that wrestling mats are available for use at the rate of $5 per hour each, provided they will be used at the school and not taken from the building.

Rental fees for nonschool group use of school facilities are standard, but the exact amount is determined by such factors as type and amount of space to be used, length of time and time of day, type and amount of special equipment required, kinds of utilities needed, number of custodial and other school employees required to supervise and/or operate the facility and equipment, day or days of the week space is scheduled, and type of organization requesting facility usage.

All rental fees for the use of school property are paid directly to the assistant superintendent in charge of business affairs, who issues receipts for them and adds them to the district's school funds to be used for any authorized purpose.

## LIMITATIONS AND/OR RESTRICTIONS ON FACILITY UTILIZATION

State statutes of Nebraska delegate to local boards of education authority to regulate the use of school facilities by nonschool groups. The Lincoln school board regulations and policies relating to facility usage are both positive and negative—positive to encourage usage in the public interest, negative to prevent undesirable usage. Some of the limitations and restrictions enforced by the Lincoln Board of Education are that school property cannot be used by any group to:

1. Promote subversive doctrines.
2. Present acts in which animals perform.
3. Promote the sale of commercial products.
4. Sell alcohol, tobacco, or other products that are regarded as health hazards.
5. Hold secret, closed or exclusive meetings.
6. Interfere with either the day or night program of the regular schools.
7. Promote partisan politics or individual candidates for political office.
8. Promote doubtful commercial enterprises.
9. Hold public or commercial dances.
10. Hold exhibitions or contests in the field of professional sports.
11. Conduct sectarian religious services or other activities (except under certain conditions prescribed by the school board).
12. Conduct programs or promote activities in buildings on Saturdays after 12 noon, or on Sundays or holidays (except for school or school-related activities and programs).
13. Advertise any product, program, or service.
14. Rollerskate (on school floors) either during the day school or as part of extended activities.[2]

## BUILDING SECURITY AND SUPERVISION

The Lincoln Board of Education requires one or more of its school custodians to be on duty at all times that any facility under its jurisdiction is being used by any outside group except the City Recreation Department or the YMCA. The custodian on duty opens the building at the time specified in the permit, exercises certain police functions while the building is in use, cleans rooms that have been occupied and prepares them for school the next day, and closes and locks the building.

In addition to the security and supervision provided by school custodians, user groups are required to have a responsible adult sponsor, and the conduct of all persons in the user group, as well as group activities, is expected to be orderly.

When use of special school equipment such as stage lighting, projectors, and lunchroom equipment by outside groups is authorized, school employees familiar with its operation must be present to operate it.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

In the event that user groups damage school buildings and equipment beyond normal wear and tear, they are billed and are expected to make prompt payment covering the loss or damage. As a further protection of district property, the board of education carries appropriate insurance.

The board of education has no stated policy regarding accidental injury or death of members of the public while they are on school property, either for school functions or for nonschool functions. Nebraska has not abrogated the traditional governmental immunity doctrine, and hence it is assumed that individuals accidentally injured while on school property may institute tort action only if given permission to do so by the government.

## FOOD SERVICES

When nonschool user groups want such food services as may be provided by snack bars and concession stands, the host school reserves the right to operate these bars and stands, with all profits from their operation accruing to it.

If school cafeteria services for food preparation that involve the use of such kitchen equipment as the mechanical dishwasher, mixer, and steam table are required by user groups, a qualified lunchroom employee, who will serve in the kitchen in the capacity of supervisor, must be on duty. The user group will pay this employee at 1½ times the employee's regular hourly rate.

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[2] Lincoln Public Schools. *Handbook for the Personnel,* p. 90-97.

Kitchens must be left in the same condition in which they were found and ready for use the next day without additional cleanup service. Dishwashers may be used only for washing dishes, glassware, silver, and trays. Pots and pans must be washed in the sink. All mechanical equipment must be left clean and in proper position. All lights must be turned off and all fires extinguished before workers leave the building.

## FIRE SAFETY

Nebraska law[3] authorizes the State fire marshal to promulgate and enforce rules and regulations that will insure maximum safety from fire in the schools of the State. He has developed these regulations covering all schools and all grade levels (primary through adult) in the State. Section 16 states that:

> Smoking is prohibited within buildings or other places of instruction coming within the scope of these Regulations except in areas specifically established by Governing Bodies for the purpose of smoking, and wherein all furniture, equipment, draperies, curtains, rugs, and decorations are of such material or so treated as not to have a flame spread classification of more than 75 as referred to Red Oak, unless the building is sprinklered throughout; provided, these provisions shall not apply during periods a building is being used for other than instructional purposes.[4]

This means that under the State fire marshal regulations smoking may be permitted in school buildings when these buildings are not being used for instructional purposes. As far as can be ascertained, the Lincoln Board of Education has no policy on the matter.

The Lincoln city fire code, regulations of the Lincoln Board of Education, and regulations of the State fire marshal prohibit the use of flammable decorations in schools. When decorations are used, someone representing the board of education or the city fire marshal inspects them to determine that they comply with applicable fire safety regulations.

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[3] Revised Statutes of Nebraska, 1943 (as amended), sec. 81-538.

[4] State of Nebraska. *Rules and Regulations.* Promulgated by State fire marshal, covering public and parochial schools of all grades, primary through adult levels. 1961.

# CLEVELAND HEIGHTS–UNIVERSITY HEIGHTS PUBLIC SCHOOLS

## CHAPTER VIII

The Cleveland Heights-University Heights Public Schools district includes most of Cleveland Heights, all of University Heights, and a portion of South Euclid. With a school population in grades 1 through 12 of more than 13,000, the district is the third largest of 32 school districts in Cuyahoga County, Ohio. The district operates 16 school plants: 11 elementary schools with a total enrollment in 1965 of 6,800 in grades 1 through 6; four junior high schools with a total enrollment of 3,150 in grades 7 through 9; and one senior high school with an enrollment of 3,400 in grades 10 through 12.

## Standard Schedule

Schools in the district operate on a standard annual schedule of 190 days, exclusive of holidays and vacations. School hours vary slightly from year to year to meet enrollment and curriculum needs, but one could consider the district's standard daily schedule as beginning at 8:50 a.m. and ending at 3:30 p.m. for elementary schools, including 1½ hours for lunch; from 8:30 a.m. to 3:30 p.m., including 45 minutes for lunch, for junior and senior high schools. Daily teaching time in elementary schools is 5 hours and 10 minutes, except on Tuesdays when pupils are dismissed at 2:30 p.m. to provide for teacher-parent conferences. Junior and senior high school classes and school-sponsored activities are allotted 6 hours and 15 minutes daily.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

Neither double sessions nor staggered schedules are used in the Cleveland Heights-University Heights Public Schools, nor are any classes conducted before or after normal daily school hours. All school-related and sponsored activities are conducted within the 7-hour schoolday. However, library services are extended 1 hour beyond normal school closing time each schoolday at all public schools in the district.

### THE EXTENDED SCHOOL WEEK

Activities requiring the use of school facilities by regular enrollees on Saturdays and Sundays are limited to recreation, sports, swimming, socials (including dances), rehearsals, and dramatic and musical presentations. An exception is that high school driver-training facilities are used for this purpose on Saturdays by high school enrollees an average of 3 hours each week. Socials, dances, and similar functions for regular enrollees are usually held on Saturdays, and utilize elementary school buildings an average of about 30 minutes per week during the school year; junior high school facilities, 3 hours and 30 minutes; and the high school building 8 hours (including time for special decorations and other preparation for high school dances). Gymnasiums at junior and senior high schools are used for sports activities by regular enrollees an average of 3 hours each Saturday (Sunday use for sports is not permitted). Rehearsals for presentations of dramatic and musical productions utilize junior high school facilities an average of 10 hours on Saturdays and Sundays, and the senior high school facilities an average of 2 hours on Saturdays and Sundays.

Two swimming pools are open an average of 8 hours per day on Saturdays and Sundays during the swimming season for regular enrollees of any grade level.

Junior and senior high school facilities for outdoor sports are used by students for practice and/or contests on Saturdays and Sundays an average of 5 hours at junior high school centers and 10 hours at the senior high school.

## THE EXTENDED SCHOOL YEAR

The Board of Education of the Cleveland Heights-University Heights Public Schools, at its meeting on March 8, 1964, authorized the organization of a summer school for pupils enrolled in grades 1 through 12. On the basis of this authorization a summer term of 6 weeks for elementary school pupils and 8 weeks for junior and senior high school pupils was organized.

The elementary summer school was planned primarily for enrichment and reinforcement of basic skills. The daily schedule was from 9 a.m. to 12 noon, with two 85-minute class periods—9 to 10:25 and 10:30 to 11:55. All elementary summer school pupils are housed in one of the district's elementary school buildings. Enrollment in the elementary summer school is open to public and private school pupils of the district and of neighboring districts, providing the principals of the schools attended by the children during the school term immediately preceding the summer session approve for their groups of children.

The elementary summer school is supported by tuition payments at the rate of $20 per course, or $40 for two separate courses, for pupils residing in the district; for nonresident pupils, $25 per course, or $40 for two separate courses. Class size is limited to about 15 pupils. No course is scheduled unless enrollment in it is sufficient to cover the cost.

Transportation of pupils to and from the summer school center is the responsibility of their parents.

The high school summer term, open to both junior and senior high school students, offers opportunities for them to enrich the usual educational program, improve achievement, develop skills, complete required courses, and make up work in courses they have not passed. All classes meet at the senior high school building, and each class meets for 1 hour and 30 minutes daily, Monday through Friday. Enrollment for individual students is limited to two full credit courses, and prior approval for enrollment in a particular course must be obtained from the student's regular school principal or counselor. Students from schools that are not a part of the Cleveland Heights-University Heights Public Schools must have written permission from their principals to attend this summer session. All students who meet these requirements and are currently enrolled in grades 7 through 12 are eligible for admission.

Payment of tuition in full is a requirement for registration. Tuition charges are $22 per single-period course; $30 per laboratory course; $44 per double-period course; $20 for developmental reading; and $40 for driver training. Students who do not reside in the district pay $4 extra per course. An additional fee of $5 is charged for late registration. Classes that do not attract enough students to justify their continuation are canceled, and all tuition payments for them are refunded.

The minimum Ohio State high school standard for course credit is 60 clock hours of instruction. Students in the high school summer program of the Cleveland Heights-University Heights Public Schools who wish credit on courses taken may not miss more than three class sessions per subject, and they must be present on the final day of the summer session in order to receive credit.

The popularity of the summer term is evidenced by the fact that 1,600 students were enrolled during the summer of 1964.

In addition to the summer courses that are offered for credit, there are noncredit courses and a variety of recreational activities that attract many students who find that their summer vacations can be put to interesting and profitable use. A typical elementary school, for example, is utilized 5 hours, Monday through Friday, for 9 weeks in the summer to provide instruction and experience in gardening. School grounds at all public elementary schools may be utilized after school hours and during the summer months, up to the time street lights are turned on, for nonsupervised recreation. Use for this purpose is conditioned by suitable standards of conduct and is limited to activities that will not endanger or infringe on the rights of others who are using the grounds, or of adjacent property owners.

The Joint Recreation Board of Cleveland Heights and University Heights uses the district's school facilities for a variety of recreational activities and instructional programs for a period of 8 weeks during the summer. Facilities are used on an average 5 days each week for 8 hours each day. Typical of the programs conducted are day camps, play schools, swimming, school gardens, baseball, tennis, youth theatre activities, and a music, arts, and crafts camp.

These programs are open to children of appropriate age for the particular activity. Fees for participating in the recreational program range from $5 for the season for swimming to $75 for a full summer term at the music, arts, and crafts camp. A fee of $25 is charged for participating in play school activities. The fee for participating in day camps is $75 per person for the full term; $48 for one-half term; $38 for one-half term if there is a partner for the other half. (An additional fee of $2.50 per term is required of each day camper to pay for admittance to private lakes, the zoo, transportation, and special projects.)

Two swimming pools, 10 elementary schools, four junior high schools, and the senior high school are used for various elements of the joint recreation board's program.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES

The Cleveland Heights-University Heights Board of Education does not itself operate an adult education program, but the joint recreation board offers courses, at nominal fees, in golf, swimming, languages, woodworking, bridge, oil painting, and typing. In general, high school facilities are used for this purpose an average of 4 hours per day, 5 days per week for 30 weeks each year.

Elementary school facilities are used as needed to provide space for instruction in the fundamentals of English, particularly to non-English-speaking residents who desire to learn the language and to English-speaking residents who wish to improve their language skills. Typical centers are used 2 hours per week for 30 weeks each year for this purpose.

More than 4,000 adults take part each year in the adult education program that is provided by the joint recreation board.

### FOR COMMUNITY PROGRAMS AND RECREATION

It is the policy of the board of education to encourage extended use of school facilities beyond legal requirements during afterschool hours by responsible individuals or groups furthering the recreational, educational, civic, or cultural interests of the school community. The board's policy is to refuse use of its facilities for commercial or personal benefit.[1]

Nonprofit civic organizations such as the Parent-Teachers' Association, League of Women Voters, Red Cross, Community Fund, lay committees appointed by the board of education, Boy and Girl Scout troops holding regular meetings properly sponsored and supervised, and Camp Fire Girls may use assigned facilities without cost to them, subject to regulations of the board of education. For example, for Boy and Girl Scouts and Camp Fire Girls it is expected that all regular troop meetings under one sponsorship shall meet concurrently on the same evening each week, and one night each year may be allowed for one total group meeting of all units for assembly, training, program, dinner, or like occasion, without rental cost.

Other groups under proper sponsorship and supervision may use school facilities for community-center program activities without cost after school hours and until 4:30 p.m., Monday through Friday, and until 12 noon, on Saturdays.

In each case of use by these groups, the custodian provides access to the facility, with the sponsor assuming all responsibility for conduct of participants. Failure to discharge this responsibility will result in discontinuance of use by the defaulting group. All public school facilities, except administrative facilities and related areas, are available for such community use (except Sunday after 6 p.m. and official legal holidays—New Year's and Christmas Eve and Day). Regular and related student programs and activities take precedence over community or nonschool group programs and activities. Exceptions to this policy must be approved by the board of education.

The assistant superintendent in charge of business affairs is the school board's designated authority for regulating the use of school property. He is required to provide an annual report to the board on community utilization of school facilities.

According to the report for the year September 1, 1963, through August 31, 1964, miscellaneous civic groups used the high school facilities 22 times, at a cost to the board for custodians, heat, and lights of $266.80; 15 elementary schools were used 54 times at a cost to the board of $428.71; and one junior high school was used once at a cost to the board of $4.68—making a total of 17 school plants used 77 times during the year by civic groups at a cost to the board of $700.19.

Boy Scouts used the high school once at a cost to the board of $9.18; 13 elementary schools, 271 times at a cost of $2,627.67; one junior high school, 31 times at a cost of $179.62—making a total of 15 schools used 303 times at a cost of $2,816.47.

Girl Scouts used six elementary schools 41 times at a cost to the board of $346.55.

Various units of the Parent-Teachers' Association used the high school facilities seven times at a cost to the board of $98.84, one junior high school

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[1] *Official Board Rules and Regulations,* Rule 40, sec. I.

14 times at a cost of $243.22, and 14 elementary schools 202 times at a cost of $4,009.

Organizations and groups other than those designated by law or by school board policy as being eligible for use of school facilities at no cost to themselves must pay a fee adequate to cover the cost of necessary custodial services, heating, and lighting, as well as other incidental building expenses. From September 1, 1963, through August 31, 1964, the board of education was paid $1,679.20 in such fees by outside organizations and groups which used high school facilities for basketball, tennis, swimming, boating, and orchestra practice 123 times. The facilities of one junior high school were used 41 times for basketball and ski practice, for which $486 was paid; 11 elementary buildings were used 353 times for basketball, badminton, orchestra practice, physical exercise, and religious services, for which $11,030.63 was paid; miscellaneous groups used unspecified school facilities for unspecified purposes 54 times, for which $2,751.42 was paid; and the Board of Elections used all school buildings in the district for elections and paid $601.55. All facilities were used for all purposes by these groups a total of 571 times during the year. Fees paid for this usage were $16,548.80. The reported cost to the board of education for custodial services, heat, light, and incidental building expense was $9,910.37, leaving a favorable balance of $638.43 to offset the cost of additional maintenance necessitated by the extra use of facilities.

### FOR FUND-RAISING PURPOSES

Outside organizations, or nonschool groups, are not permitted to use school facilities for the purpose of raising funds. School board policy prohibits a charge for admission to activities conducted by these organizations; nor can they conduct sales or take up collections. This restriction is not construed, however, as prohibiting the payment of membership dues, nor does it apply to any activities conducted for the purpose of making money for school purposes by the regular day school or the Parent-Teachers' Associations after school hours and upon permit.

## Administration

With respect to public school facility utilization by community groups, the Cleveland Heights-University Heights Board of Education has adopted a recommendation proposed by the Lay Committee on Buildings and Grounds and known as the "good neighbor policy." This policy expresses the board's attitude on noneducational aspects of school property use; its objective is to assure maximum effective use of the public investment in property while at the same time protecting the property, the children of the community, and the rights of neighbors to peace and quiet. The policy is not so highly restrictive that it will defeat itself for lack of enforceability, but it does outline a pattern of regulations that can be applied consistently by the board in fulfilling its responsibilities both to the State and to the community.

The one administrative official designated by the board to maintain the condition and regulate the use of school property is the assistant superintendent in charge of business affairs. During the normal academic year, this responsibility is delegated to individual principals for a daily period starting 30 minutes before school opens and continuing 1 hour after school closes. During the summer months, when regular day school is not in session, similar authority may be delegated to supervisors of planned programs at the schools.

### APPLICATIONS

Regular day school enrollees apply directly to their respective principals for permits to use school facilities for school or school-related purposes up to 5 p.m., Monday through Friday. Activities of school groups that are scheduled after 5 p.m. on these days and on Saturdays and Sundays can be conducted only under an approved permit issued on the basis of an application submitted to the director of public recreation and the school business manager on a form supplied by the division of buildings and grounds (see app. F). The application must be made in the name of the principal of the school concerned. He is expected to supervise the activity personally, unless some other person is designated.

Community groups must also submit an application, using a form identical to that for school groups wishing to use facilities after 5 p.m., to the director of public recreation and the business manager. This form requires, in addition to any other items agreed upon by the business manager and the superintendent of schools, the following:

1. Name of organization making request
2. Nature of activity
3. Number of members or anticipated attendance
4. Designation of rooms desired
5. Date and hours of desired use
6. Request for permission to serve refreshments, if desired
7. Signature of at least two responsible citizens assuming responsibility for the care of all property and equipment used by the group
8. Statement as to whether there will be an admission fee, and if so, in what amount
9. Name, address, and telephone number of person in charge
10. Statement by the principal of the school concerned as to whether or not the activity proposed in the application interferes with the day school program.

Applications for facility use should be submitted from 1 to 7 days prior to anticipated use.

## PERMITS AND/OR CONTRACTS

When an application for the use of school facilities is approved by the business manager and the director of public recreation, it becomes a permit for the applicant group to use designated facilities. School board policy stipulates that all evening permits (except on Sunday) will be valid at 7 p.m., unless request for an earlier time has been made, and expire not later than 11 p.m. The minimum duration of any permit is 3 hours, and the custodian on duty is authorized to enforce the closing time specified on the permit. The minimum number of classrooms that may be rented is two, when not used with other facilities. Two or more organizations may agree to share a pool or a gymnasium for the minimum time.

School board policy stipulates that all requests for the use of school buildings and grounds for religious or political purposes that are not required by statute must be referred to the board of education for approval prior to the issuance of a permit by the business manager.

All uses of school buildings on permit must at all times be open to inspection by school officials, members of the board of education, and other authorized representatives. When specific groups are authorized to use school facilities after regular hours, the police department is notified of the hours when the facilities are to be used, not as a threat to user groups but as a convenience to the police department in making routine checks of school premises at night.

A permit may be canceled up to 24 hours before its anticipated use, but it cannot be transferred to another group.

## RENTALS

All organizations and groups that are not connected in some way with public school or community recreational activities are classified as "outside" organizations, and for the use of school facilities must pay a fee adequate to cover the cost of heating and lighting the rooms used, the necessary custodial services for them, and any other incidental building expense, as determined by school officials. For example, where a large attendance will require parking help, an extra charge is made. These fees are collected by the business manager before he grants a permit for facility use.

As a means of establishing rental fees on the basis of types of space involved, the board of education classifies building space into five groups: Group A, auditoriums and gymnatoriums; group B, cafeterias and music rooms; group C, gymnasiums; group D, classrooms; and special areas such as pools and rifle ranges. A facility in one group may be rented individually or in combination with one or more facilities in other groups. Table 5 shows rental rates for these groups.

TABLE 5.—*Rental fees for 3-hour (or approximate) period, according to facility groups, Cleveland Heights-University Heights Public Schools*

| Type of building space | Regular weekdays and until noon Saturday | Saturday p.m. or Sunday until 6 p.m. |
|---|---|---|
| Rental of individual facilities: | | |
| Group A:[1] | | |
| Heights or Wiley auditorium | $60.00 | $90.00 |
| Other junior high school auditoriums | 45.00 | 75.00 |
| Elementary school auditoriums or any gymnasiums used for auditorium purposes | 30.00 | 45.00 |
| Group B: | | |
| Cafeterias or music rooms: | | |
| 60 or fewer persons | 15.00 | 25.00 |
| 60 to 250 persons | 21.00 | 33.00 |

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See footnotes at end of table.

TABLE 5.—*Rental fees for 3-hour (or approximate) period, according to facility groups, Cleveland Heights-University Heights Public Schools*—Continued

| Type of building space | Regular weekdays and until noon Saturday | Saturday p.m. or Sunday until 6 p.m. |
|---|---|---|
| Rental of individual facilities—Continued. | | |
| Group C: | | |
| Gymnasiums used for physical activities: | | |
| 15 persons | $7.50 | $15.00 |
| 15–60 persons | 15.00 | 24.00 |
| Gymnasiums used for parties or dances (limit 4 hours): | | |
| Roosevelt Boulevard | 40.00 | 50.00 |
| Other schools | 25.00 | 35.00 |
| Group D: | | |
| Classrooms | 6.00 | 12.00 |
| (Minimum of two required) | (12.00) | (24.00) |
| Special: | | |
| Pools (less than 3 hours' rental permitted under certain circumstances) | 21.00 | 30.00 |
| Rifle ranges | 1.00 | 1.00 |
| Rental of additional facilities concurrently with group A: | | |
| Group B or C: | | |
| Cafeterias, music rooms, gymnasiums | 4.00 | 6.00 |
| Group D: | | |
| Classrooms: | | |
| Per room for first 10 rooms | 2.00 | 3.00 |
| Per room for additional rooms over 10 | 1.00 | 1.00 |
| Dressing rooms | 2.00 | 3.00 |
| Rental of additional facilities when group A not included: | | |
| Group B or C: | | |
| Cafeterias, music rooms, gymnasiums | [2] 6.00 | [2] 9.00 |
| Group D: | | |
| Classrooms: | | |
| Per room for first 10 rooms | [2] 2.00 | [2] 3.00 |
| Per room for additional rooms over 10 | [2] 1.00 | [2] 1.00 |

[1] Rehearsals or setups at one-fourth rate.

[2] Plus rate for highest basic facility.

All rental fees are paid to the business manager or to the director of public recreation, who turns the money over to the board's treasurer. Groups or organizations that have permits allowing continuing use of facilities must pay outstanding rental accounts at the end of each month. Failure to do so disqualifies them from further use of the facility. Rental fees are used to pay salaries and wages of school staff members for services rendered by them before, during, and after facility use and to pay the cost of heat and electricity required by the user group. Any money from rental fees in excess of the cost of these services and utilities is added to the district's school funds to be used for any budgeted purpose.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Ohio statutes empower local boards of education to manage and control all public schools of whatever name or character in their respective jurisdictions.[2] These boards are charged with "prescribing such rules and regulations [for the occupancy and use of school buildings and grounds] as will secure fair, reasonable, and impartial use of same."[3] A board of education must ascertain if a group desiring to use school property under provisions of the law is a responsible organization within the meaning of the statute.[4]

Under these broad powers, the Cleveland Heights-University Heights Board of Education prohibits the use of its school facilities by subversive organizations, or by any organization or group for the sale of commercial products or to make a profit; nor can any organization sell alcohol, tobacco, or other products that are regarded as health hazards. State law and local board regulations prohibit the use of school facilities for activities involving gambling, bingo, the sale of raffle or lottery tickets, or for determining raffle or lottery winners. Local school board policy prohibits the use of school parking areas for overnight parking. Dogs, leashed or unleased, are not permitted on school grounds, since their waste is a sanitation and safety hazard to humans who may use the grounds. Sunday use of any school facility must be specifically approved by the board of education, but in no case is approval granted for programs or functions of questionable character.

## BUILDING SECURITY AND SUPERVISION

No school building can be open beyond the hour of 4:30 p.m. for school activities unless the principal or his designated representative assumes supervisory responsibility. One or more custodians must be on duty to open, supervise, and close a facility when it is used by an outside group. Furthermore, the outside group, or a school-related group, must furnish a responsible adult who will supervise the group's activities. When facilities are used under the direction of the director of public recreation, the recreation department provides supervision.

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[2] Page's *Ohio Revised Code*, annotated, sec. 3313.47.

[3] *Ibid.*, sec. 3313.76.

[4] *Ibid.*, sec. 3313.79.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

Groups and individuals using school buildings and grounds are responsible for all losses of equipment or damages to school property that occur during their period of use. The two citizens signing the application for a permit are held to personal financial responsibility for any charges that may be made for such loss or damage. The business manager is authorized to enforce this provision under a regulation of the board of education which is based on a State statute which requires that:

> Any organization or group of citizens permitted to use the properties [school grounds and schoolhouses, as well as all other buildings under the control and supervision of the State, or buildings maintained by taxation under the laws of the State] * * * shall be responsible for any damage done them over and above the ordinary wear * * *[5]

Ohio operates under "common law immunity" for governmental units, and since the school district (and its board of education) is considered an arm of the government, tort action for injuries to the public cannot be initiated without the board's consent. This, however, does not bar injured parties from legal action against lessees of school property for settlement of tort claims.

## FOOD SERVICES

Groups or organizations that wish to serve refreshments while using school facilities must obtain specific approval for this activity from the business manager. In general, when snack bar services are desired by user groups, concession stands are operated by the student council, and profits from the sale of food and drink items are kept by the council to finance its activities.

Cafeteria services are available to school-sponsored groups, but one or more school cafeteria employees must be in charge of the kitchen on such occasions. No cafeteria kitchen help or equipment may be used by these groups after the beginning of the inventory period, usually around June 1.

Outside groups are not permitted to use school kitchens, but they may use the dining area of the cafeteria and have food served in this area by a catering service.

## FIRE SAFETY

A number of precautions and safeguards against fire, to be taken while school property is being utilized by both outside and school groups, are prescribed by the board of education.

Smoking is not permitted in buildings used for school purposes except in rooms approved by the fire marshal. Regulations concerning the use of decorations are set by local fire codes and their enforcement is the responsibility of both the Fire Prevention Bureau and school officials. Among other precautions against fire originating with decorations is one that prohibits the use of lighted candles in any programs, parties, or school offices. Another is that no electric lights and only flameproof ornaments can be used on natural trees. Principals are warned that aluminum trees are flameproof but are not shockproof and that electric lights on a tree of this kind can present a shock hazard. The fiberglass tree, which is both flameproof and shockproof, is recommended for Christmas decoration. The administrative head of each building is cautioned to use his discretion in determining the location of Christmas trees, but is admonished to remember that the location of a Christmas tree, whatever its type, should not interfere with exits or entrances in case of an emergency. The advice of the Fire Prevention Bureau should be obtained if there is doubt as to the proper location of these trees. This bureau has authority to stop any school activity that does not conform to these and other safety regulations.

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[5] *Ibid.*, sec. 3313.79.

# GLENCOE PUBLIC SCHOOLS

# CHAPTER IX

The Glencoe Public Schools district is located in Cook County, Ill. The district operates a school system that is organized on the K–8 plan, with pupils in grades 9–12 attending high school in another district. An enrollment of 1,960 pupils in grades K–8 is accommodated in four buildings, three of which are occupied exclusively by K–6 pupils, while the fourth is occupied by some K–6 pupils and all of the district's enrollment in grades 7 and 8.

## Standard Schedule

Glencoe's standard school year is 180 days with 5 hours of instruction each day. There are no double sessions, staggered schedules, or class sessions for academic instruction before or after normal school hours.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

School-related activities, such as class meetings, club meetings, intramural sports, and practice sessions for dramatic presentations and musical productions are conducted before or after normal school hours for regular enrollees on an average of 2 hours per week at a typical school building.

### THE EXTENDED SCHOOL WEEK

Glencoe's school facilities are used for social activities, school dances, and similar functions by regular school groups on Saturdays or, if the function is appropriate, on Sundays, an average of 2 hours per week during the regular school year.

Gymnasiums or other suitable indoor spaces are used for sports practice or intramural contests on weekends for an average of 6 hours per week for each unit during the school year.

Auditoriums or other places of assembly are used on weekends by upper-level school groups for rehearsals, concerts, dramatic productions, and similar events on an average of 1 hour per week during the school year.

Outdoor sports areas such as softball fields and tennis courts are used on weekends by upper-level school groups on an average of 3 hours per week during the school year.

### THE EXTENDED SCHOOL YEAR

The district offers a summer term of 4 weeks to regular enrollees on a fixed tuition basis. Academic instruction is provided 4 hours each day of a 5-day week. It also conducts a summer program of nonacademic activities in music and sports for regular students in the upper level. This program is operated 4 weeks, with 5 daily sessions of 4 hours each week.

A program of recreation, play, sports, children's games, reading, and similar activities is offered at schools and parks to regular enrollees at all levels on a voluntary basis for a period of 6 weeks by the park board. This program is conducted 6 hours per day, 5 days per week.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES, COMMUNITY PROGRAMS, AND RECREATION

All public schools in the Glencoe Public Schools district are located adjacent to public recreation parks which are open to the public at all times after regular school hours. During regular school hours, however, the schools have priority on usage of park facilities. The fact that the city's schools and parks have a cooperative relationship with respect to facility planning and usage is no accident. The Glencoe

Board of Education recognizes that, in addition to providing facilities that meet the educational needs of the children, it must provide the means whereby the educational, recreational, and social needs of the community may be effectively served.[1]

Effective cooperation between the park board and the board of education has led to the adoption of school board policies providing that:

> Cooperative planning will be applied to any and all activities wherever it is evident that the common interests of the park board and the board of education are involved and wherein economy and efficiency of project development are clearly indicated.
>
> Cooperative planning and operation of projects and activities shall be done within the framework of the operating policies of each board in accordance with the duties and responsibilities as provided for by the laws of the State of Illinois.
>
> The costs of the cooperative projects shall be shared jointly by the two boards in accordance with the relative benefits accruing to each board.[2]

The extent to which school facilities are utilized by nonschool groups for recreation, hobbies, community meetings, and education is revealed by the fact that facilities for assembly (auditoriums, cafetoriums, and multipurpose rooms, and gymnatoriums) at all schools are used an average of 240 hours each year; gymnasiums, an average of 360 hours each year; and conference rooms, an average of 360 hours each year.

The board of education has recently inaugurated a teachers' summer school for 4 weeks during the summer months. This program begins and ends with the regular summer term for students. Participation by teachers is voluntary, but they receive compensation for attendance.

### FOR FUND-RAISING PURPOSES

The printed *General Policies and Procedures* of the Glencoe Board of Education does not mention special regulations governing the use of school facilities by nonschool groups for fund-raising purposes. However, the school official who is responsible for building use by nonschool groups has revealed that the auditorium of the school accommodating children in the upper grades is used for fund-raising purposes about 54 hours each year, or an average of 4½ hours each month.

## Administration

The superintendent of buildings and grounds is authorized to accept applications and arrange schedules for the use of school plant facilities by outside agencies and persons in accordance with the schedule of rentals adopted by the board of education. This policy is interpreted to mean that any provisions made for community and recreational programs shall not in any way detract from the primary responsibility of the board of education, which is the education of children.[3]

In the interests of efficiency and avoidance of unnecessary duplication of machinery, equipment, and personnel, certain major projects involved in the maintenance of school grounds are administered cooperatively by the board of education and the park board. Specific responsibilities of the park board for the maintenance of grounds are defined and determined each year by the board of education in accordance with its operating and financial policies. The annual schedule of park board maintenance projects is subject to approval of the board of education, and the actual costs of maintenance services, exclusive of maintenance planning services provided by the superintendent of parks to the board of education, are paid by the latter.

The superintendent of parks and the superintendent of buildings and grounds have a joint responsibility for planning and equipping play areas, subject to the approval of both the board of education and the park board. Trucks and special maintenance equipment owned by the park board are made available, whenever possible, for use by the board of education as need for such equipment arises, reimbursement to the park board being on the basis of actual cost of services rendered.

### APPLICATIONS

Applications for permission to use school facilities are required of both school and nonschool groups, and they must be submitted to the school district's superintendent of buildings and grounds. School board regulations do not state that a particular application form must be used, so it is assumed that it may be either written or oral, and may be by letter, telephone call, or personal visit to the appropriate office.

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[1] The Board of Education. *General Policies and Procedures at Glencoe Public Schools,* sec. VII, 7.02 c., p. 32.

[2] *Ibid.,* sec. VI, 6.01 a., p. 30.

[3] *Ibid.,* sec. VII, 7.03, p. 32.

In order to allow time for scheduling facilities for nonschool use and to prevent confusion resulting from last-minute requests, the superintendent of buildings and grounds recommends that applications for facility use be submitted to him at least 2 weeks prior to the time of anticipated use.

## PERMITS AND/OR CONTRACTS

Glencoe Public Schools use and issue one of three types of written contract forms to individuals, groups, or organizations when their application for facility use is approved. One contract is for the Central School auditorium only, another covers facility use by civic organizations, and the third covers the rental of any school facility. An appropriate contract, completed as to facility requested and reserved, is mailed in duplicate to the applicant. Both copies must be signed and returned to the appropriate office, whereupon one copy, signed by the superintendent of buildings and grounds, is returned to the applicant and serves as the official contract between Glencoe Public Schools and the applicant.

The Central School auditorium contract, a sample of which is presented in appendix G, states that the auditorium is reserved for a specific organization, whose address is listed, with dates, purposes, and charges as indicated in an appropriate space following the name of the organization. This contract imposes two specific stipulations on the renter, lists three conditions concerning supervision and operation of the auditorium while it is in use, and enumerates 11 school board regulations to which user groups agree when accepting the contract.

The contract covering facility use by civic organizations is a very simple document that provides spaces for the name of the user organization, the type of facility requested, the day and hour the function is to be held, and the name, address, and telephone number of the person responsible for the meeting. The document also stipulates that the user organization will be responsible for any personal liabilities and property damage to the school or to persons using the facilities under the organization's direction. It also states that there will be no rental fee if the meeting is held within the regular hours of the school's custodial schedule, and if the meeting is held outside this schedule, $3.25 per hour will be assessed for custodial supervision (see app. G–1).

The third contract form is used for a specific facility other than the Central School auditorium. It has space for the name of the specific facility, the name of the particular school of which the facility is a part, and the name of the person, organization, or group reserving the facility. Following this there is a space in which the superintendent of buildings and grounds can insert the dates, purposes, and charges to be imposed. It also states that an additional charge of $3.25 per hour will be made for custodial supervision. In accepting the contract the user assumes responsiblity for damage other than normal wear and tear to building and facilities. The contract, in duplicate, must be dated, signed, and returned to the superintendent of buildings and grounds for his signature, after which one copy is returned to the user group (see app. G–2).

A person, group, or organization given a permit-contract to use a facility may cancel the rental contract on 24-hour notice to the superintendent of buildings and grounds. An organization or group wishing to relinquish its right to use a facility may not, however, sublease the facility to another organization or group.

To facilitate efficient control and administration of school facilities used by outside groups, the board of education has stipulated that:

- Contracts be made setting forth in detail all provisions of the agreement.
- Individuals and groups be restricted always to the use of those facilities specifically covered in contract agreements.
- The hours specified in the contract be strictly maintained.
- Any individual or group wishing to use school facilities shall indicate, by signature on the contract, one person who shall be responsible for the faithful performance of the contract agreement.
- The rental of school facilities for private parties shall not be permitted.
- One fireman shall be in attendance at all performances in the auditorium when such performances are classified as theatrical productions.[4]

## RENTALS

School facilities are made available to school groups and to certain school-related and community-oriented groups without charge for a reasonable number of times each year. Groups recognized as being school-related or community-oriented are:

- Parent-Teachers' Associations
- Boy and Girl Scouts
- League of Women Voters

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[4] *Ibid*, sec. VII, 7.03 b., p. 32.

- Youth Activities Committee
- Community Chest
- Business Men's Association
- Committee on Community Night Activities
- School Board Nominating Committee
- Caucus Committee and Town Meeting
- Police and Fire Departments (for annual dance sponsored by each)

Under certain conditions these groups may be asked to assume the cost of custodial supervision necessitated by their use of facilities. School officials reserve the right to determine what buildings and what units within buildings may be used by these groups.

Other groups, agencies, or organizations pay rental fees for the use of school facilities in accordance with a schedule of rentals developed by the superintendent of buildings and grounds and adopted by the board of education. This schedule is based on a uniform scale so that rental fees for similar facilities in different buildings are comparable. Effective July 1965, the rental rates for each facility were as follows:

I. Auditoriums:
   1. Central School—large auditorium (Misner): For public performances by outside groups, $100; for public performances by local groups, $50; for dress rehearsals by local groups, $20; for working rehearsals by local groups, $15; for all rehearsals by outside groups, $50.
   2. Other auditoriums: $15 for first 2 hours and $5 per hour for each additional hour for local groups; [1] $30 per session for outside groups.[1]
      Central School—small auditorium.
      North School auditorium.
      South School auditorium.
      West School auditorium.

II. Gymnasiums:
   1. Central gymnasium: $10 for first 2 hours and $6 per hour for each additional hour or fraction thereof for local groups; [2] $40 per session for outside groups, including showers.[2]
   2. North, South, West gymnasiums: $5 per hour or fraction thereof for local groups; [3] $30 per session for outside groups.[3]

III. Libraries (all schools): $5 per hour or fraction thereof, plus $3.25 per hour for custodial supervision. (Not rented to outside groups, and rented to local groups only by special permission of the board of education.)

IV. Caverns (Central): Not available for private rentals.

When rental fees are imposed on user groups, the superintendent of buildings and grounds submits an itemized statement of charges to the business manager of the school district, who bills the user organization. When collected, rental fees are added to the district's regular school funds to be used to pay actual costs of custodial supervision and fireman's or electrician's services when required by board policy. Rental money remaining after payment of wages and other costs is used for any school purpose that is included in the approved budget.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

State statutes of Illinois delegate to local boards of education authority to establish reasonable regulations and/or restrictions concerning the use of school facilities under their jurisdiction. Though Glencoe's facilities are extensively used for a variety of nonschool purposes, its board of education has not adopted facility control policies that are severely restrictive. The district protects itself against abuse by reserving the right to change, modify, or adjust rental contracts and agreements whenever necessity warrants.

A person, group, or organization using school facilities is required to certify that to the best of his (their) knowledge the property will not be used to further any program or movement whose purpose is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means. At no time is the selling or serving of liquids to be permitted in the auditorium or foyer, nor can liquids be brought into the auditorium. Smoking is not to be permitted in the main auditoriums, on the stage, or in the dressing room areas underneath the stage. All nonschool scenery and equipment must be removed from the premises within 24 hours after the final performance. Changes in electrical wiring, lighting equipment, or the public address system are prohibited without special permission of the superintendent of buildings and grounds, nor can any stage equipment be changed without his consent. The renter must furnish police protection, if needed, for patrolling parking areas and grounds.

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[1] Plus $3.25 per hour or fraction thereof for custodial supervision.

[2] Plus $3.25 per hour or fraction thereof for custodial supervision.

[3] Plus $3.25 per hour for custodial supervision.

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School facilities cannot be used on Sundays for carnivals or similar forms of entertainment, nor can they be used for any purpose at a time that conflicts with regular hours for church services in the community.

## BUILDING SECURITY AND SUPERVISION

A regular school custodian must be on duty at all times when any school facility is being used by any group or organization. If an auditorium is used for a performance before an audience, a regular fireman must be on duty; if a theatrical performance requires the use of stage lights, an electrician to operate the panel control board will be provided by the board, and the public address system, if used, can be operated only by qualified personnel approved by the superintendent of buildings and grounds. The user group is billed for the services of these supervisors and operators at a fixed hourly rate for each type of service.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

One stipulation of the Glencoe rental contract is that the applicant agrees to hold the public school district, the board of education and its individual members, and all district officers, agents, and employees free and harmless from such loss, damage, liability, cost, or expense as may arise during, or be caused in any way by, such use and occupancy of school property.[5] Another stipulation is that the building or property will be left in the same condition as that in which it was found, and that the user will be responsible for any damages, other than normal wear and tear of buildings, equipment, and facilities. Any damage done or failure of equipment shall be reported immediately to the superintendent of buildings and grounds.[6] This stipulation also applies when damage occurs to school grounds or parking areas because of improper parking.

In case there is damage to school property by user groups, they are billed for the total cost of repairs to the damaged property, or for replacement cost of equipment if repairs cannot be made.

In case of personal injuries for which the courts might hold the school district liable, the board of education, its individual members, and its employees are protected with liability insurance.

## FOOD SERVICES

Glencoe Public Schools do not operate cafeterias, and hence the board of education has not been faced with problems relating to food service facilities. To forestall the possibility of other types of food service problems, the board prohibits the installation and operation of concession stands on its premises by user groups.

## FIRE SAFETY

In addition to the usual precautions against fire when school facilities are used under a rental agreement, the board of education has adopted three policies: (1) There can be no smoking in the main auditorium, on stage, or in dressing rooms underneath the stage. (Smoking is permitted, however, in the foyer and tunnel entrance from the main building and in various conference rooms when used by adults for meetings and community purposes.) This regulation is backed by a village ordinance. (2) A regular fireman from the village fire department must be on duty when the auditorium is used for any presentation that is made to an audience. (3) All scenery used on the stage or in the main auditorium must be flameproof, or be treated to retard flame spread. The local fire department inspects such scenery to insure compliance with this regulation.

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[5] Glencoe Board of Education. *Central School Auditorium Contract*, item 1 under "Required Certification."

[6] *Ibid.*, item 11.

# BUTLER AREA PUBLIC SCHOOLS

The Butler Area Public Schools, Butler, Pa., composed of nine school districts that formerly made up the Butler Area Secondary Jointure and two districts that made up the Butler Area Elementary Jointure, serve a population of more than 50,000, and have a school enrollment of more than 11,000 in grades 1 through 12. All component elements of the district are in close proximity to the city of Butler, which is the county seat of Butler County and is located about 35 miles north of Pittsburgh.

Organized on the 6–3–3 plan and operated by a single school committee, Butler Area Public Schools have an enrollment of 5,300 elementary school pupils housed in 17 buildings, 2,850 junior high school pupils in one building, and 2,850 students in one senior high school building.

## Standard Schedule

Students in Butler Area Public Schools are required to attend school 180 full days each year. Elementary school pupils in grades 1 through 3 are in school 6 hours to receive 5½ hours of instruction per day, and those in grades 4 through 6 are in school 6½ hours and receive 6 hours of instruction per day. Junior and senior high school pupils are in school 7 hours and receive 6½ hours of instruction per day. In 7 of the 11 elementary schools the lunch period is 23 minutes; in the other four, 1 hour. The junior and senior high schools observe a 25-minute lunch period.

Pupil activities that may be engaged in during the day but do not qualify as instructional activities are:

- Lunch
- Recess
- Proprietary activities for which admission is charged, or donations solicited, and transportation to and from such activities
- Contests sponsored by a nonschool organization or group.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

In order to program all school activities, both instructional and noninstructional, the State Department of Public Instruction recommends a school day in "sufficient excess of the recommended hours per week" to accommodate the program. For example, if a school week in the secondary division extends to 35 hours instead of the recommended 30 hours, the extra 5 hours could be devoted to noninstructional activities.

Butler Area Public Schools do not have double sessions or staggered schedules at any level, but school-related activities such as class and club meetings, intramural sports, and music and dramatic practice sessions are conducted after school hours for regular enrollees for 7½ hours and 12½ hours per week, respectively, at the junior and senior high schools.

There are no special afterschool or night classes for regular enrollees, but the libraries at the junior and senior high schools remain open and provide services to students 30 minutes before and 30 minutes after the normal or standard schedule for classes.

### THE EXTENDED SCHOOL WEEK

Academic activities are not usually conducted at any of the district's schools on Saturdays and Sundays, but school dances and other social activities are conducted under school sponsorship at the junior high school an average of 12 hours per year and at the senior high school an average of 48 hours per year. Indoor sports, either as practice sessions or as contests, are conducted at the junior high school gymnasium on Saturdays an average of 2 hours per week and at the senior high school an average of 4 hours per week. Sports activities in gymnasiums are prohibited on Sundays.

Rehearsals, concerts, dramatic presentations, and similar activities are conducted at the senior high school auditorium an average of 2 hours per week during the school year.

The senior high school pool is open to high school students for swimming an average of 2 hours per Saturday. It is not open on Sundays.

Outdoor sports areas such as tennis courts, the baseball field, the football field, and the track at the high school are utilized by regular high school pupils an average of 1 hour each Saturday.

### THE EXTENDED SCHOOL YEAR

Summer demonstration schools, open to all qualified students of the district, are conducted in cooperation with a college or university for teacher training for 30 days during the summer at one elementary school, where classes are held 3 hours per day, and at the high school, where classes are held 4 hours per day.

Another summer school program, with credit courses offered on a nontuition basis, is open to high school students of the district for a term of 6 weeks, with classes conducted 4 hours per day of a 5-day week.

A summer program for junior and senior high school students who are primarily interested in instrumental music is conducted at the junior and senior high schools for 6 and 8 weeks, respectively. Instruction in instrumental music is provided 5 days per week at both schools, with a schoolday of 4 hours at the junior high school and 5 hours at the senior high school.

Still another summer program, with emphasis on recreation, play, and physical fitness, is offered to regular enrollees on a voluntary nontuition basis at the senior high school. The high school facilities are utilized by this program 8 hours per day, 5 days per week, for 8 weeks. More than 1,450 students in grades 7 through 12 attended the high school recreational program during the summer of 1965. A staggered schedule of activities for both instructors and students was followed daily between 8:30 a.m. and 4:30 p.m.

## Facility Utilization by Nonschool Groups

### FOR EDUCATIONAL PURPOSES

Butler Area Public Schools, and especially the high school, are used by adult or nonschool groups for educational purposes as much as 16 hours per week, 36 weeks of the year.

Considered of especial importance by Butler school officials is the Butler County Community Resources Workshop, which is usually conducted from about the middle of June through the first week of July. The workshop is sponsored by the University of Pittsburgh and the Butler County Resource Committee, with Butler Area Public Schools serving as host. Open to all elementary and secondary teachers, the workshop and the adult education program provide educational opportunities for adults that range from earning credits for a high school diploma to earning a college degree.

The resources workshop is usually held at one of the Butler Area elementary schools. It involves a variety of activities and projects such as a study of Butler County wild life resources, farming, and library services. Participants in this workshop are paid a reasonable sum for subsistence (usually about $40 per session) while they are engaged in activities of the workshop. They can earn up to four credits, without tuition payment, at the University of Pittsburgh. This workshop program usually attracts about 35 teachers for the 4 weeks.

The adult education program at the high school is divided into four main categories: General, technical, college, and standard evening school courses. Tuition fees are charged for courses in each category, but enrollees in technical courses who are employed by certain firms sometimes attend at company expense. Tuition charges for college courses offered by Penn State University and Slippery Rock State College are fixed by the respective institutions. The Standard Evening School, which is operated by the high school under the direction of the school committee, offers a program leading to a high school diploma. Up to three credits can be earned each year in this program by attending classes for three nights per week, 3½ hours per night.

### FOR COMMUNITY PROGRAMS AND RECREATION

During the year 1964–65, 24 nonschool community groups used facilities of 11 elementary schools 51 times for nine kinds of activities, as shown by the following tabulation:

| Kind of activity: | *Number of times* |
|---|---|
| Basketball | 24 |
| Meetings | 7 |
| Parties | 6 |
| Fashion shows | 4 |
| Dinners | 3 |
| Reading laboratory clinics | 3 |
| Dances | 2 |
| Piano recital | 1 |
| Kindergarten registration | 1 |

Elementary school auditoriums are used for meetings and similar purposes an average of 6 hours per month, cafeterias 1 hour, and gymnasiums 12 hours. Junior high school auditoriums are used for similar purposes an average of 6 hours per month, cafeterias 1 hour, classrooms 32 hours, gymnasiums 12 hours, and the swimming pool 28 hours. The senior high school auditorium is used an average of 5 hours per month for non-fund-raising activities, the cafeteria 3 hours, classrooms 6 hours, and the swimming pool 40 hours.

### FOR FUND-RAISING PURPOSES

Nonschool groups are permitted to use Butler Area Public Schools facilities for fund-raising purposes with certain restrictions. During 1964–65, elementary school auditoriums were used for this purpose three times, the high school auditorium four times, and elementary classrooms twice.

## Administration

### APPLICATIONS

Both school groups with school or school-related purposes and nonschool groups may use school facilities on school days from 4 to 6 p.m. on the verbal authorization of the principal; for use after 6 p.m. and on Saturdays, holidays, and vacation periods, these groups must apply to, and receive written permission from, the superintendent of schools. (See app. H.)

The application, executed in quadruplicate, requires the name of the sponsoring group, the name and address of its representative, the name of the building and the type of facility in that building requested, the kinds of equipment desired, the kind of activity planned, the name of the lifeguard who will be on duty (in case a pool is requested), dates(s) of requested use, the hour the building is to be open, and the hour the performance will begin and end. On the basis of this information, rental fees, as determined by school board policy, are written in by the superintendent for each usage. To be valid as a permit, this application form must be signed by the superintendent and by the representative of the sponsoring group who, by his signature, certifies that he has read the conditions of use (printed on the reverse side of the document), and that he accepts responsibility for the sponsoring group. Additional space is provided at the bottom of the application for administrative control purposes.

There is no specified time for submission of an application prior to anticipated use of a facility. However, rentals are not approved for more than 1 month in advance of actual use.

### PERMITS AND/OR CONTRACTS

The application form, when completed and signed by the superintendent of schools and a representative of the applicant group, becomes a contract between the school committee and the applicant group.

A contract can be canceled without penalty, with no stipulation concerning time of cancellation, but a user group cannot transfer its permit or sublease to any other individual or group any facility it has been authorized to use.

### RENTALS

School groups and school-related groups do not pay rental fees for the use of school facilities. All nonschool groups, regardless of the purpose of use, pay rental fees according to a schedule developed under the direction of the central school committee. However, permits to use senior high school facilities are limited to groups or organizations within the nine districts that composed the former Butler Area Secondary Jointure. Exceptions to this policy may be made by special action of the central school committee.

Table 6 shows rental rates for facilities and equipment used to accommodate various groups and kinds of engagements. Rental fees cover the use of facilities and the cost of lighting, heat, and services of

**Table 6.**—*Rental rates per session for auditoriums, gymnasiums, and swimming pools, and for special services and equipment, Butler Area Public Schools*

| Type of engagement or service | Senior high school | | | Junior high school | | | Elementary school multipurpose room | |
|---|---|---|---|---|---|---|---|---|
| | Auditorium | Gymnasium | Swimming pool | Auditorium | Gymnasium | Swimming pool | Auditorium (with chairs) | Gymnasium |
| Adult groups: | | | | | | | | |
| With admission charge | $120.00 | $60 | $30 | $75 | $40 | $20 | $25 | $20 |
| Rehearsals for same | 30.00 | ........ | ........ | 20 | ........ | ........ | 25 | 20 |
| Without admission charge | 120.00 | 60 | 30 | 75 | 40 | 20 | 10 | 10 |
| Rehearsals for same | 30.00 | ........ | ........ | 20 | ........ | ........ | 10 | 10 |
| Youth groups: | | | | | | | | |
| With admission charge | 60.00 | 30 | 15 | 25 | 20 | 10 | 15 | 5 |
| Without admission charge | 60.00 | 30 | 15 | 25 | 20 | 10 | 5 | 5 |
| Rehearsals for same | 30.00 | ........ | ........ | 20 | ........ | ........ | 10 | ........ |
| Services and equipment: | | | | | | | | |
| Spotlight operator | 5.00 | ........ | ........ | 5 | ........ | ........ | ........ | ........ |
| Motion picture operator | 5.00 | ........ | ........ | 5 | ........ | ........ | ........ | ........ |
| Electric scoreboard operator | ........ | 5 | ........ | ........ | 5 | ........ | ........ | ........ |
| Grand piano | 2.50 | ........ | ........ | ........ | ........ | ........ | ........ | ........ |
| Electric organ | 5.00 | ........ | ........ | ........ | ........ | ........ | ........ | ........ |
| Ushers | 5.00 | ........ | ........ | ........ | ........ | ........ | ........ | ........ |

custodial attendants provided by the schools. Payment of rental and other fees must be made at the time the facility is reserved. Overtime is charged for activities which continue past 11 p.m. at the rate of $6 for each half hour, or fraction thereof, termination to be fixed by the time when personnel connected with the event are out of the building. Arrangement for the use of extra facilities must be made at the time of determining the fee to be paid.

The rental fee for use of the senior high school football stadium by outside groups is $350 per game or session. It was the intent of the board of education that this fee would cover the cost of field lighting, parking attendants, minimum police protection, and cleaning up the grounds afterwards. If ticket men and scoreboard and clock operators are required, an additional fee is charged for each service. No differentiation in the fee is made between daylight and night use of the stadium.

All rental fees for facility use are paid directly to the superintendent of schools, who adds them to the district's revenue receipts, to be used by the district for any authorized purpose.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Boards of education of school districts in Pennsylvania have statutory power to develop reasonable regulations for the control and operation of public schools under their jurisdiction. The Butler School Committee has developed such regulations, which, with respect to the use of school facilities by outside or nonschool groups, impose certain limitations and restrictions. The following are among the more important of these restrictions:

1. Permits granted to organizations or individuals may be canceled at the discretion of the school committee or the superintendent of schools.
2. No elementary building may be used for a wedding reception.
3. No buildings are rented on Sundays (special requests are presented to the school committee).
4. No religious services are to be held in the buildings. (Special requests are presented to the school committee. Only emergency needs for short duration are considered.)
5. Rentals at the senior high school are limited to individuals, groups, or organizations domiciled in the nine districts of the Butler secondary schools, except by special permission of the school committee.
6. Groups using the senior or junior high school facilities are not permitted to bring food or refreshments, prepared by caterers, groups, or individuals, into the cafeterias except for school or school-related activities.
7. Sale or distribution of food or beverages in

the junior and senior high school auditoriums is prohibited.

8. Coeducational athletic activities cannot be scheduled in gymnasiums.

9. Groups using swimming pools must have qualified lifesavers with current lifesaving certificates.

10. Only experienced divers are permitted to use the diving pool.

11. Bathers must be 3½ feet or over in height.

12. No foreign matter is allowed in the pools or pool areas.

13. All manipulation of stage equipment must be under the direct control and supervision of the school stage manager.

14. Parking on, or driving over, school grass is prohibited.

15. Conduct detrimental to the public interest, or abuse of buildings and equipment, is not permitted.

16. Buildings and equipment must be left in a clean, orderly condition.

17. School facilities cannot be used to promote subversive activities.

18. Activities involving gambling, bingo, the sale of raffle or lottery tickets, or the determining of winners of these events, are prohibited.

19. The sale of alcohol, tobacco, or other products considered harmful to health is prohibited.

## BUILDING SECURITY AND SUPERVISION

Supervision is provided both by the user group itself and by the school custodian or school representative who is always on duty at times when school facilities are being used. It is the duty of the custodian or school representative and the sponsor of the user group to see that buildings and equipment are not abused and that undesirable conduct is prohibited. Other school personnel must be on duty and serving their respective functions if stage equipment, spotlights, the electric scoreboard, or motion picture projectors are to be used.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

The sponsor of any group or organization that uses school buildings and equipment accepts financial responsibility for damage to the buildings and equipment beyond normal wear and tear. In the event of damage to building or equipment, or loss of equipment, the user group is billed.

State laws exempt the school district and its officials from liability for accidental injury or death of persons while on school property for regular school activities. However, the school committee protects itself, its individual members, other school officials, and the district from claims for injuries or death that might arise in connection with proprietary functions held on school property, by purchasing a comprehensive liability insurance policy.

## FOOD SERVICES

Any activities involving the use of school property that require kitchen services must be coordinated with the regular food service of the school concerned, and must be approved by the director of food service. Food or refreshments may not be brought into cafeterias of the junior or senior high school, except for school or school-related activities, but cafeterias of elementary schools may be used for food service either by caterers or by the user groups bringing their own food, provided kitchen facilities are not used. Any time a kitchen is used by any group, if only for coffee, food service employees of the school concerned must be employed. School groups may use catering service, bring in their own food, or use the school's food service. The sale or distribution of food or beverages in the junior and senior high school auditoriums is prohibited.

When food services are required at the football stadium or at other outdoor areas that are being used by nonschool groups, the school retains control over concession stands or other means of providing food services at these locations. Such stands are under the direction of the director of food services. Net profits from concession stand sales at the football stadiums are used for athletics.

## FIRE SAFETY

State law prohibits smoking in school buildings.

Except for a regulation prohibiting Christmas trees in classrooms, there is no school board policy on the use of decorations in schools. Each principal is expected to be prudent in their use.

# WARWICK PUBLIC SCHOOLS

## CHAPTER XI

The Warwick Public Schools district is the city of Warwick in Kent County, R.I. A satellite of the State capital (Providence), Warwick offers social, economic, cultural, and educational advantages, but is also confronted with many problems attributable to its proximity to Providence. Securing space for a mushrooming school population and for innovations in curriculum offerings is but one of these problems.

The Warwick Public Schools are organized on the 6-2-4 plan, with a total enrollment in 1965 of 16,772. Grades 1 through 6 (with an enrollment of 9,283) are housed in 30 buildings; grades 7 and 8 (enrollment 2,781) are accommodated in three buildings; and grades 9 through 12 (enrollment 4,708) are located in two buildings.

Warwick school officials have found that the traditional school day and the traditional school year are no longer sufficient to maintain an instructional program for a curriculum that is in constant ferment.

## Standard Schedule

The standard schedule for Warwick's regular school enrollees is a 6-hour day for 180 days. Exceptions are made for trainable retarded pupils in special education classes who attend school 4½ hours per day, and for retarded children of preschool age who attend classes for 2½ hours each day. During 1965 educationally deprived children of preschool age attended kindergarten classes on a half-day basis.

## Facility Utilization Beyond Standard Schedule by School Groups

### THE EXTENDED SCHOOL DAY

There are no double sessions or staggered schedules in Warwick's schools, although both of these devices have been employed in the past. Some high school classes are conducted before and after regular school hours, however, for pupils in accelerated programs who wish to earn more credits each semester than they can earn by adhering to the standard schedule. Credit courses are offered 1 hour each day, 4 days each week; enrichment courses are offered at least twice each week. Each course offered during the extended school day program for regular high school enrollees is either an addition to the regular curriculum of the school, or a regular course which a group of students has not been able to schedule during the regular schoolday. Any courses offered in this manner must meet rigid requirements as to class size and attendance, teacher qualifications, content of courses, plan of instruction, and other criteria. Parental approval is obtained for participating students. If class attendance drops below a prescribed minimum for three successive class sessions, it may be discontinued at the discretion of the assistant superintendent and the approval of the superintendent. Teachers conducting these courses are paid for their work.

A course taken for enrichment is not considered in determining honor-roll status, membership in honor societies, points needed for graduation, or similar purposes, as is a course taken for credit. Elementary and junior high school courses offered under the extended school day program are for enrichment only. More than 40 courses were approved for extended schoolday projects in Warwick schools for the spring of 1965. A minimum of 30 class sessions for each enrichment course was recommended by the director of curriculum. More than 1,000 students in grades 2 through 12, or one out of every 15 Warwick pupils, were enrolled in these afterschool classes.

In addition to the enrichment and credit courses offered, there are class sessions, usually after normal school hours, for regular enrollees in elementary, junior high, and high schools who need extra instruction in order to make satisfactory progress in courses pursued during the normal schedule, or who need makeup work because of absences. Every classroom teacher in Warwick schools is required to give a minimum of 1 hour each week to conduct

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makeup work or to give special help to students who are in danger of failing.

Regular enrollees also utilize school facilities at typical junior and senior high schools an average of 4 hours per week before or after normal school hours during the year for such activities as club meetings, play practice, band practice, and intramural sports.

The intramural sports program is administered by the supervisor of athletics, with the head of the physical education department in each school being responsible for the program in his building. This program functions 4 days per week for 1½ hours each day after regular classes are completed. Separate programs are provided for boys and girls at each junior and senior high school, and all students are invited to participate. Each instructor must remain with his group for the full hour and 30 minutes that the program is in operation. For this extra work, each full-time intramural instructor is paid $600 per year. Absence of instructors from these duties without official permission results in loss of salary, each absence accounting for about $3.34 (1/180 of $600).

In another type of extended school day program night classes in special areas not covered by the regular curriculum are offered to regular enrollees of junior and senior high schools on a voluntary, noncredit basis. Examples of these courses are crafts for both junior and senior high school pupils and driver training for eligible students. Appropriate facilities are used one night each week for 2½ hours for these courses.

Library services are available to junior and senior high school pupils 5 days per week for 3 hours each day before and after normal school hours. The two senior high school libraries have also experimented with night sessions.

## THE EXTENDED SCHOOL WEEK

Warwick's two senior high school libraries were open on Saturday mornings from 9 to 12, on a pilot basis during the second semester of 1964–65, to determine the feasibility of this type of service. The service has been discontinued for the present only because student response was so great that additional staff members were needed.

Practice sessions for band and dramatics are conducted at senior high school centers an average of 3 hours each Saturday morning during the school year. High school gymnasiums are used for school-sponsored dances an average of 2 hours per Saturday; junior high school gymnasiums for PTA-sponsored dances, an average of 2½ hours each Saturday.

Gymnasiums and other suitable indoor spaces are used for sports practice and/or contests on Saturdays and Sundays an average of 8, 12, and 24 hours, respectively, by elementary, junior high, and senior high school pupils.

Auditoriums and/or other assembly rooms of high school buildings are used for rehearsals, concerts, dramatic productions, and similar activities an average of 2 hours per week on Saturdays and Sundays.

Outdoor sports areas at high school centers are used for sports activities in season an average of 4 hours per week on Saturdays and Sundays.

## THE EXTENDED SCHOOL YEAR

Recognizing a need for school services to be extended beyond the regular school term, Warwick officials have developed a summer educational program, financed by tuition payments, that is open on a voluntary basis to children residing in the district. This program provides training and educational opportunities ranging in level from kindergarten through high school. It is administered by the preschool, elementary, and secondary divisions of the Warwick summer school. In the summer of 1965 two school centers—one for preschool and elementary programs and one for high school courses—were utilized for the summer program.

In 1964 a preschool summer program was offered to all pre-first-graders at a tuition cost of $30 for residents and $40 for nonresidents. Classes were conducted from 8 to 11 a.m., Monday through Friday, for 6 weeks. A minimum of 25 pupils enrolled in each class, and parents provided transportation for their children. In 1965 and 1966 this preschool summer program was replaced by "Project Head Start," which was federally subsidized and offered free of charge to disadvantaged children living in impoverished areas of the city. This program was operated from 8 to 12, Monday through Friday, for 8 weeks. A pupil-teacher ratio of 15 to 1, plus one volunteer of nonprofessional status for every five children, was planned.

A 6-week summer session for elementary pupils in grades 1 through 6 who are recommended by their principals is provided from June to August. Classes meet from 8 to 11 a.m., Monday through Friday. This program is primarily for enrichment and review. The enrichment program does not usually involve academic credit. The review program includes makeup work for strengthening pupil competencies in regular school subjects, and may allow credit for promotion if the elementary principal and counselor determine that promotion is justified on the basis of a pupil's summer records. Tuition charges for elementary summer school are $30 and $40 for Warwick residents and nonresidents, respectively.

The secondary division of the Warwick summer school operates a 6-week summer session for junior and senior high school students, grades 7 through 12, from June to August. Classes meet from 8 to 12, Monday through Friday, in four 1-hour sessions. To be accepted for summer schoolwork, pupils must be recommended by their principals, whether they are residents of Warwick or not. Courses are offered for enrichment, credit, review, and makeup. Enrichment courses are those of special interest which students could not include in their regular programs; credit courses meet for 2 hours and include any regular credit courses for which there is a demand (students can earn one semester credit—one-half point—toward graduation); review courses are those which students have already taken, but wish to pursue further in order to prepare themselves for more advanced work in the same area; makeup courses are offered for students who received a "D" or an "E" rating on them during the regular school year. Credit for makeup work is determined by teaching personnel in the summer school on the basis of an evaluation of the student's summer schoolwork and results obtained from a makeup examination given in summer school.

Tuition fees for junior and senior high school resident pupils are $20 per subject, $35 for two subjects, and $50 for three subjects; for nonresident students the fees are $30, $55, and $80 for one, two, and three subjects, respectively. All tuition fees must be paid at the time of registration, but refunds are made if there are not enough registrants or if instruction cannot be arranged.

In addition to the regular secondary summer program, a new program for academically talented high school students was offered during the summer of 1965. This is known as the "creative learning program" and is intended to give depth to certain academic areas in order to prepare enrollees further for college life. Classes meet 2 hours daily for 6 weeks, and class enrollment is limited to 15 students. Tuition fees are $35 for Warwick residents, $55 for nonresidents.

The school year is also extended in Warwick for a limited number of school employees who participate in summer workshops aimed at curriculum development and improvement. Each year three or four workshops are planned which involve 30–40 people for a period of 2 or 3 weeks. Curriculum committees usually spend a year or two of preparation in these workshops, meeting all day long 5 days a week in a relaxed atmosphere that is free from ordinary classroom demands. They produce curriculum guides and other materials of value to their teaching colleagues. Participants are paid at regular salary rates and work in appropriate elementary or secondary school settings.

Another summer program that utilizes school facilities is sponsored by the Warwick Department of Recreation. This program is open to all boys and girls, age 6 and up. Usually physical education teachers are in charge of the recreation department's programs at their respective schools. The cost to the recreation department for the use of school facilities in conducting these programs is nominal, including only the salaries of custodians who provide services for the programs and $2 per night for gymnasiums, regardless of the length of time or nights of the week they are used.

School officials estimate that school gymnasiums are used by the recreation department for summer recreation activities to the extent of 1,500 participants, age 6 to 9, per week; about the same number of 10- to 12-year-old children are accommodated weekly; about 1,050 children 13 to 15 years old participate weekly; and about 700 participants of the 16- to 18-year-old group are accommodated. Gymnasiums and/or multipurpose rooms and outdoor play areas at 13 schools are utilized by the recreation department for these programs. All toilet facilities that may be needed at each of these schools are available to participants. In addition to the usual games, play, and sports activities, there is an instructional program in arts and crafts. This program, which operates from 9 a.m. to noon at four schools and from 1 p.m. to 4 p.m. at nine schools, gives training in making drawings and tracings, link belts, combs, baskets, purses, and similar articles.

If injuries are suffered on school property by participants in the recreational program, the recreation department settles claims for these injuries through nominal liability insurance supplemented, when necessary, by the small claims department of the city government.

Any damage to school property or equipment beyond normal wear and tear resulting from the recreational program is assumed by the recreation department.

School buses are available to the recreation department for transporting students participating in its summer recreational program, providing a mileage fee is assessed according to the current cost of operating and maintaining a bus per mile, including the salary of an operator. This fee is determined by the director of business affairs.

# Facility Utilization by Nonschool Groups

The Warwick School Committee encourages and permits the use of school facilities by community groups for worthwhile purposes when such use will not interfere with the school program. All arrangements for use of facilities by community groups are subject to regulations and provisions established by the committee.

## FOR EDUCATIONAL PURPOSES

The Warwick adult education program is, in a sense, an extension of the day school program. It is operated as an adjunct to the day program, and is open to adults and nonschool youth. It is supported by local taxes, State and Federal aid, and a combination of registration and materials fees. Registration fees are at the rate of $5 per course for Warwick residents and $6 per course for nonresidents. Registration fees are refunded only if a class is canceled for lack of registration.

The program is administered by the supervisor of extended school services under the direction of the superintendent of schools. The best qualified persons available are employed as instructors, regardless of whether they are employed elsewhere. Clerical and custodial services are provided on the same basis as they are to other parts of the school system.

The adult program is operated under two plans: Plan I offers an opportunity to adults and young people unable to attend day school to earn a high school diploma in college preparatory courses, in industrial arts, or in business education; Plan II offers courses that qualify students for the general equivalency diploma (G.E.D.) issued by the Rhode Island State Department of Education.

Classes in nearly 50 subject areas meet once a week from 7 to 9:30 p.m. at seven convenient centers that have facilities to accommodate both the students and the subjects taught. Among the courses offered are some that are acceptable to the State division of personnel for inservice training of State employees.

All physical facilities of the school system are available for use in the adult education program when they are not scheduled for day school activities, but junior and senior high schools with facilities for academic classes, business education, industrial arts and drafting, tailoring, home economics, mechanics, music and art, physical education, and electronic laboratory services are utilized most extensively for this program. Data processing is taught at the school administration building, using the same expensive equipment that professional operators employ for administrative purposes.

Another example of how the Warwick school system puts its facilities to use during afterschool hours is its extensive inservice education program. Each fall and each spring 10 or more courses are offered to teachers in either the afternoon or evening. These courses, aimed at keeping the curriculum up-to-date and effective, are given in appropriate elementary or secondary classroom settings and consist of 15 weekly 2-hour sessions.

This local program of continuing education presents opportunities for the betterment of individual teachers. Courses may be used in meeting the requirement that teachers new to Warwick earn 9 hours of inservice credit during their 3-year probationary period. Most may be used in obtaining the salary increment given in Warwick for 30 hours of study beyond the bachelor's degree. In most instances the State Department of Education will accept one of these inservice courses toward renewal of the professional teaching certificate.

Parent-Teachers' Associations and such other community organizations (approved by the school committee) which contribute money or services to schools are allowed free use of all buildings for regular meetings, except that they pay the overtime fee for one custodian and such fees for extra custodial services as are requested by the organization(s). For activities other than regular meetings they are allowed free use of buildings, except that they pay custodial and other school personnel fees as required.

Organized Warwick youth groups that conduct an educational program as a part of their activities are allowed the use of one classroom or one elementary school utility room, not more than once a week for their regular meetings, and at no charge on school days, providing a custodian is on duty in the building and his services are not required.

## FOR COMMUNITY PROGRAMS AND RECREATION

Organized Warwick adult groups of a religious, civic, political, charitable, or veterans nature are allowed the use of school facilities in accordance with a schedule of fees, the schedule depending upon whether the facility is used for non-revenue- or revenue-producing affairs.

Second only to school or school-sponsored groups, the Warwick recreation department receives first consideration for the use of school buildings. In addition to the department's recreational program for school-age children, previously described, it offers summer recreational activities for adults, particularly on tennis courts and athletic fields and in gymnasiums and auditoriums.

### FOR FUND-RAISING PURPOSES

School principals, acting as agents for the superintendent, are authorized to approve and schedule the use of school facilities by eligible community organizations for whose activity an admission charge is made. The school committee reserves for itself the power to approve the use of school facilities by community organizations not listed in the committee's policy manual. The committee looks with disfavor upon, and does not rent school facilities to, tax-exempt organizations or groups for dinners, dances, bridge parties, and similar events in competition with businesses of the city which rely on revenue from such functions and services. For revenue-producing affairs that are not in competition with tax-paying businesses, however, organizations must pay a rental fee according to the committee's class III schedule (see below).

## Administration

### APPLICATIONS

Applications for the use of school facilities by both school and nonschool groups are submitted to the principal of the school whose facilities are requested. He has approval authority for all requests except those by organizations that wish to use them for revenue-producing activities and are not on the school committee's approved list. Applications from these organizations are handled by the school committee itself, with the prior approval of the principal concerned.

### PERMITS AND/OR CONTRACTS

Oral permits for school facility use are given to school groups by their principals, and since these groups pay no fees for either facilities or custodial services, all details regarding the transactions are administered by the principal himself, or by his designated representative.

Contracts for nonschool use of facilities, by whatever group, are written and must be signed by the school principal and a representative of the applicant group; and if school committee approval is required, it must also be signed by the superintendent on behalf of the Warwick School Committee. This contract (see app. I) specifies the facilities that are to be used in a particular building; states the day and hours of use; describes the purpose for which used; and indicates whether there will be an admission charge, whether funds will be solicited, and whether profit-making is the object of the meeting. Charges for services required can be entered in appropriate spaces. The contract states that the applicant group agrees to meet claims for breakage or loss of equipment or damage to facilities.

School officials suggest, but do not require, that applications for use of facilities be submitted to school principals at least 2 weeks before time of anticipated use. An applicant group may cancel its request for facilities any time prior to anticipated use, but it cannot transfer or sublease any part of the facilities assigned to it under a contract to another group.

### RENTALS

School and school-related groups are allowed use of all facilities free of all charge, including custodial and other school personnel fees, for public school activities. However, Parent-Teachers' Associations and other community organizations (approved by the school committee) which contribute money or services to schools pay an overtime fee for one custodian and such fees for extra custodial services as are requested by the organizations when they have regular meetings. For activities other than regular meetings, these groups pay only custodial and other school personnel fees as required.

Other organized Warwick groups wishing to use school facilities are grouped under three classifications. Class I includes organized youth groups, such as those sponsored by the Parent-Teachers' Associations, and religious organizations which are permitted to use school buildings on school days at minimum assessments, and may not require the services of custodians if proper supervision is provided. Class II includes organized Warwick adult groups of a religious, civic, political, charitable, or veterans nature which are permitted to use school buildings for non-revenue-producing meetings on a limited assessment basis and must pay custodial fees. (For revenue-producing affairs, the class III schedule of charges apply.) Class III includes all other persons, groups, and organizations that claim Warwick as their domicile and are permitted to use school buildings at normal charges.

Rental charges (rate schedule) for the three classes are as follows:

| Type of facility | Class I | Class II | Class III |
|---|---|---|---|
| Auditorium: | | | |
| Elementary | $1.00 | $5 | $10 |
| Junior high | 3.00 | 9 | 16 |
| Senior high | 5.00 | 20 | 50 |
| Gymnasium: | | | |
| Junior high | 3.00 | 8 | 10 |
| Senior high [1] | 3.00 | 8 | 10 |
| Cafeteria: | | | |
| Junior high [2] | 1.50 | 5 | 10 |
| Senior high [2] | 2.00 | 8 | 12 |
| Lecture room, senior high | 1.50 | 5 | 10 |
| All-purpose room, elementary | .50 | 3 | 5 |
| Each classroom | .25 | 1 | 2 |

[1] The use of the senior high school gymnasium is restricted to athletic activities.

[2] Not including kitchen facilities. If kitchen facilities are required, an additional $5 is charged for the services of a cafeteria employee.

Auditoriums, gymnasiums, or all-purpose rooms used for rehearsals without an audience or spectators are rented at one-half the prescribed rates.

The foregoing rates are minimum for 4 hours' use. Proportionate overcharges are levied for time beyond 4 hours.

Special school facilities used for community recreational purposes are usually available without charge. For example, tennis courts at the senior high school are open to the public during the school year at times that offer no conflict with school use, provided the user supplies his own net, and during the summer months, provided the city recreation department supervises their use and furnishes supplies and nets. Elementary school yards are open at all times to children of elementary school age without charge. Junior high school athletic fields are open free of charge to informal groups of minors and/or adults when such use does not interfere with school use. These fields are also open free of charge for organized games where no admission is charged, if permission of the principal is obtained. No organized games for which an admission is charged are permitted. The high school athletic field is open free of charge for organized games where no admission is charged, provided permission has been granted by the principal. Unorganized groups are not permitted to use the high school athletic field.

Parking lots are used free of charge by members of the general public who are attending school and approved nonschool functions. Lots cannot be used by such persons when attending non-school-connected activities conducted away from the school or the school grounds, and they cannot be used by the public for general parking purposes.

Bleachers may be loaned to eligible community organizations without cost to them, providing permission has been obtained from the principal and that he, with the advice of the director of buildings and grounds, has drawn up an agreement with borrowing groups regulating conditions of transportation, use, damages, and repair.

Musical instruments are loaned to students at no cost to them for the purpose of participating in a school activity. However, a charge determined by the principal may be assessed against a student if an instrument has been damaged while on loan to him.

In addition to the rental charges, service fees must be paid when the services of school personnel are required. These fees are at the rate of $5 per custodian, maid, or matron for 3 hours of duty or any part of a 3-hour period, including not more than a half-hour for opening and closing the building. The rate after the first 3 hours is $2.50 per hour. Fees for policemen are at the rate of $1.50 per hour per man, with a $6 minimum charge. The fee for each cafeteria employee is $5 for 3 hours; after 3 hours, the rate is $2.50 per hour.

When special lighting and sound effects are used in secondary school auditoriums, the lighting specialist or electrician in charge is paid $10 per performance and $5 per rehearsal. A student assistant is paid $5 per performance and $3 per rehearsal.

All rental and service fees are paid directly to the school committee through the office of its business manager. These funds are applied to the general operation of the public schools.

## LIMITATIONS AND RESTRICTIONS ON FACILITY UTILIZATION

Power is vested in Rhode Island school committees by statute to:

> * * * locate all schoolhouses * * *; and unless provided by law, said school committee in each town shall have the care and control of all public school buildings and other public school property of the town, including repairs of said buildings and the purchase of furniture and other school equipment.[1]

Under this broad authority, the Warwick School Committee has established policies and regulations regarding the use of school facilities by community groups. As may be concluded from foregoing discussions, few restrictions are imposed on these groups. Aside from those concerned with orderly administration, only five specific prohibitions relating to facility use by community groups have been enunciated by the Warwick School Committee. These are:

1. The high school athletic field cannot be used by unorganized groups.
2. Junior high school athletic fields cannot be used by organized groups to conduct organized games for which admissions are charged.
3. The high school gymnasium is restricted to use for athletic activities only.
4. School facilities cannot be used by any group at any time to present acts in which animals perform.
5. Gambling, games of chance, the sale of raffle or lottery tickets, or drawings for determining winners of raffles or lotteries cannot be conducted on school premises.

If activities that may appear to be questionable are proposed by user groups, the principal concerned usually exercises his good judgment in either persuading the groups against the questionable activities or vetoing them altogether.

## BUILDING SECURITY AND SUPERVISION

At least one custodian must be on duty when school facilities are used by community groups, except that certain organized Warwick youth groups that have reliable, responsible supervisors may not require custodial services. When events occur for which admission is charged to the general public, or when gymnasium shower facilities or auditoriums are used, custodians, maids, or matrons are required to be on duty. A policeman must be in attendance when a secondary school building is open to the public for an affair for which an admission is charged. Also, where an admission is charged for a function held on junior high school premises, a maid or matron must be in attendance. If kitchen facilities are used, a cafeteria employee must be in attendance. When certain types of school equipment are used by community groups, school personnel must be in charge of their operation.

## LIABILITY FOR PROPERTY DAMAGE OR INJURY TO PERSONS

Community groups using school facilities agree to pay all claims for breakage or loss of school equipment or damage to school facilities if damage or loss occurs while these groups are using them.

There seems to be no stated policy or regulation regarding responsibility for injuries to the public while in attendance at functions sponsored by community groups.

## FOOD SERVICES

The school committee permits the use of school cafeterias for food service on condition that user groups meet all regulations of local and State public health authorities relating to the preparation, handling, and dispensing of food to the public. Futhermore, if kitchen facilities are used, one or more employees of the school cafeteria must be in charge of kitchen equipment to see that it is properly handled, cleaned, and stored for use the next school day.

## FIRE SAFETY

Smoking on school premises, except in the school dining room in connection with a dinner meeting, is prohibited by committee policy.

Local fire codes prohibit the use of flammable decorations in school auditoriums or other places of assembly, or in gymnasiums or other inside areas where people may gather to watch athletic or other games.

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[1] Rhode Island School Code, 16-2-15.

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# APPENDIXES

# Appendix A—Interview Guide

**Department of**
**Health, Education, and Welfare, Office of Education**
**Washington, D.C. 20202**

## *General Instructions and Definitions Relating to a Questionnaire on School Facility Utilization Beyond Usual Schedules*

This questionnaire has been designed as an interview guide for collecting data on policies and practices of nine school districts relating to school facility utilization for purposes other than normal daytime school activities. Most of the questions have been designed for a quick, easy response by school officials who are familiar with both the school board policies of their district and the practices pursued by individual schools that normally require school board approval.

This questionnaire is intended to cover the recognized practices followed by all public schools in the entire school district. It is hoped that the district's director of information, director of research, or director of statistics can provide all information requested without conducting a school-by-school survey. However, since the questionnaire is divided into three sections, it may be more convenient, in some of the larger districts, to assign responsibility for completing each of the three parts to different members of the central staff.

## Part I

1. If the suggested organizational levels are not the same as in your district, please supply the names of the various levels, indicate the grades included at each level, give the total day-school enrollment for the district at each level, and indicate the total number of school plants owned and used by the district at each level. *Please use enrollment data as of the close of the 1964–65 school year.*

DEFINITIONS: ORGANIZATIONAL LEVELS

*Elementary:* A school classified as elementary by State and local practice and composed of any span of grades not above grade 8.

*Intermediate:* A school organized as a separate unit between the lower and upper elementary grades, or between the lower elementary grades and junior high school, usually grades 6 and 7.

*Junior high school:* A separately organized secondary school between elementary and senior high school, or between intermediate and senior high school, usually grades 7, 8, and 9.

*Middle high school:* A school comprised of grades 9 and 10.

*Senior high school:* A school normally preceded by a junior high school and offering the final years of high school work in the same system, usually grades 10, 11, and 12.

*Four-year high school:* A school comprised of grades 9 through 12. (Does not include vocational, technical, or trade schools.)

*Junior or community college:* A public school beginning with grade 13 which offers at least 1 but less than 4 years of work and does not grant the baccalaureate degree.

## Part II

DEFINITIONS

*Regular enrollees:* Students enrolled in courses for credit and attending school either on a full- or part-time basis.

*Normal or standard schedule:* The course load of a student that school officials and accrediting agencies recognize as a full load. In high schools, this usually consists of four academic courses each meeting for a prescribed length of time each schoolday.

*Accelerated program:* An arrangement by which students of unusual ability may pursue more courses for credit than those prescribed for the normal schedule.

*The extended school day:* A school day in which classes are taught before normal opening time, or after normal closing time, or both before and after normal hours.

*The extended school year:* The addition of another semester or quarter to the school year, usually called the third semester, the fourth quarter, or summer term.

*Nonschool groups:* Groups of people who are not enrolled in the regular day program. These may include teenagers who have dropped out of regular schools, adults taking night courses, or school-age children in groups sponsored by community organizations for such purposes as recreation, scouting, etc.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
Washington, D.C. 20202

# SCHOOL FACILITY UTILIZATION BEYOND USUAL SCHEDULES

Please read the general instructions on the preceding page before completing any part of this questionnaire.

## PART I. DATA ON THE SCHOOL DISTRICT

A. Identification:

State ____________; County ________________; School District ________________;

Person Reporting ________________________; Title of Person Reporting ________________;

Office Address of Person Reporting ________________________________________________.

B. District Organizational Structure and Enrollment:

| District organizaion by instructional levels | Grades included in each organizational level | Number of district-owned school plants at each level [1] | District total enrollment of all grades at each level |
|---|---|---|---|
| Elementary | | | |
| Intermediate | | | |
| Junior high | | | |
| Middle high | | | |
| Senior high | | | |
| 4-Year high | | | |
| Junior or community college | | | |
| Other: (specify) | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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[1] A plant includes the complete physical facilities used by a single school or by 2 or more schools sharing the use of common facilities. Where 2 or more schools share common facilities, classify the plant at the level of greatest use.

## PART II. DATA ON USERS, TIME, PURPOSES

A. Regular School Enrollees:

1. Normal or standard schedules:
   - a. Number of days per year school is in session for regular enrollees. ________ (days)
   - b. Number of hours per day school is normally in session for regular enrollees. ________ (hours)
   - c. If there are exceptions to the standard school day for any organizational units, state which units and give the length of their day in hours.

________________________ ________ (hours)

________________________ ________ (hours)

A. Regular School Enrollees—Continued

2. Use of facilities by *regular enrollees* beyond normal schedules:

a. *The extended school day:* If any of the following practices are planned and followed by any organizational unit(s) in your district, give the specific information requested for each practice in the square under all units that follow the practice.

| *Practices* | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| Double sessions (2 groups using the same facilities, each group for ap[redacted]ately one-half day). | | | | | | | | |
| Number days per week for each group.................... | | | | | | | | |
| Number hours per day for each group.......................... | | | | | | | | |
| Staggered schedules (2 or more groups with different arrival and dismissal hours for each). | | | | | | | | |
| Number days per week for each group.......................... | | | | | | | | |
| Number hours required per day above and beyond the normal schedule to accommodate these staggered schedules............. | | | | | | | | |
| Classes conducted before or after normal school hours for pupils in accelerated programs who wish more credits than can be earned by following normal daily schedules. | | | | | | | | |
| Number days per week at a typical unit....................... | | | | | | | | |
| Number hours per day at a typical unit....................... | | | | | | | | |
| Additional sessions conducted before or after normal school hours for regular enrollees who need extra instruction in order to make satisfactory progress in courses taken during the normal day (no extra credits). | | | | | | | | |
| Average number days per week at a typical plant at each level... | | | | | | | | |
| Average number hours per day at a typical plant at each level... | | | | | | | | |
| School-related activities of regular enrollees conducted before or after normal school hours (e.g., class meetings, club meetings, intramural sports, play practice, band practice, etc.). | | | | | | | | |
| Estimated average hours per week at a typical school........... | | | | | | | | |
| Night classes for regular enrollees attending night school for credit on a part-time bases. | | | | | | | | |
| Number nights per week at a typical school.................... | | | | | | | | |
| Number hours per night at a typical school.................... | | | | | | | | |

A. Regular School Enrollees—Continued
  2. Use of facilities by *regular enrollees* beyond normal schedules—Con.
    a. *The extended school day*—Continued

*Practices*—Continued

| | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| Night classes in special areas not covered by the regular curriculum on a noncredit basis for regular enrollees on a voluntary basis (e.g., driver training, crafts, etc.). | | | | | | | | |
| Number nights per week at a typical school | | | | | | | | |
| Average number hours per night | | | | | | | | |
| Library services available to regular enrollees before and after school hours, or at night. | | | | | | | | |
| Number days per week at a typical school | | | | | | | | |
| Number hours per day at a typical school | | | | | | | | |
| b. *The extended school week (Saturdays and Sundays) for regular enrollees.* (Under each organizational unit and in the square(s) opposite a practice that is followed by the unit(s) give the approximate number of hours per week the facilities of typical unit(s) are used for the activity). Library services on Saturdays and/or Sundays. | | | | | | | | |
| Number hours per week at a typical unit | | | | | | | | |
| School dances and other social activities on Saturdays and/or Sundays. | | | | | | | | |
| Estimated average number hours per week for average unit of each level | | | | | | | | |
| Indoor sports in gymnasiums or other suitable spaces on Saturdays and Sundays. (Include practice sessions and contests.) | | | | | | | | |
| Estimated average number hours per week for average unit at each level | | | | | | | | |
| Rehearsals, concerts, plays, etc., in auditoriums or other assembly rooms on Saturdays and/or Sundays. | | | | | | | | |
| Estimated average number hours per week for average unit at each level | | | | | | | | |
| Swimming in school pools on Saturdays and/or Sundays. | | | | | | | | |
| Number of pools open at each level | | | | | | | | |
| Estimated total time per week for an average pool at each level | | | | | | | | |
| Outdoor sports (practice and/or contest) on outdoor areas on Saturdays and/or Sundays. | | | | | | | | |
| Estimated total time per week per average unit at each level | | | | | | | | |

A. Regular School Enrollees—Continued

2. Use of facilities by *regular enrollees* beyond normal schedules—Con.

b. *The extended school week*—Continued

*Practices*—Continued

| | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| Woodwork and other shop activities in school shops on Saturdays and Sundays. | | | | | | | | |
| Estimated total time per week per average shop at each level | | | | | | | | |
| Driver training on outside driving areas on Saturdays and/or Sundays. | | | | | | | | |
| Total time per week for an average area | | | | | | | | |
| c. *The extended school year for regular enrollees.* (Under the organizational unit(s) and in the square(s) opposite the following practices that are applicable in your district, fill in the specific information requested about each practice.)<br>The school year is divided into four equal quarters, with comparable courses and activities offered in each, and with about one-fourth of the students on vacation each quarter. | | | | | | | | |
| Number of days per quarter | | | | | | | | |
| Number hours per day | | | | | | | | |
| A summer demonstration school, open to all qualified regular students who wish to attend, is conducted in cooperation with a college or university for teacher training (practice teaching). | | | | | | | | |
| Number of days per summer | | | | | | | | |
| Number hours per day | | | | | | | | |
| A summer term, with credit courses offered, is open to regular students on a fixed tuition basis. | | | | | | | | |
| Number of weeks in the summer term | | | | | | | | |
| Number of days per week in summer term | | | | | | | | |
| Number hours per day in summer term | | | | | | | | |
| A summer term, with credit courses offered, is open to regular students without tuition payments by them. | | | | | | | | |
| Number of weeks in the summer term | | | | | | | | |
| Number of days per week in summer term | | | | | | | | |
| Number of hours per day in summer term | | | | | | | | |

| A. Regular School Enrollees—Continued<br>2. Use of facilities by *regular enrollees* beyond normal schedules—Con.<br>c. *The extended school year for regular enrollees*—Continued<br>*Practices*—Continued | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| A summer program, with noncredit courses and/or activities, is open to regular students for continuing such regular school activities as band practice, home economics and 4-H projects, sports practice, and the like. | | | | | | | | |
| Number of weeks the program is offered | | | | | | | | |
| Number of days per week | | | | | | | | |
| Average number of hours per day at a typical center | | | | | | | | |
| A summer program for recreation, play, and physical fitness is offered *regular enrollees* on a voluntary basis without cost to them. (Among many activities in these areas are swimming, baseball, basketball, tennis, children's games, calisthenics, reading, dramatics, and activities of a similar nature.) Under each of the organizational levels at which the program is offered answer the following questions: | | | | | | | | |
| How many weeks in this summer program? | | | | | | | | |
| How many days per week is it offered? | | | | | | | | |
| How many hours per day are facilities at a typical center used in the program? | | | | | | | | |
| 3. Use of school facilities by school clubs and other school organizations composed of *regular enrollees* for fund-raising purposes. This does not include school-sponsored events that are considered integral parts of the total school program, such as athletic contests, etc. In the square(s) under the organized unit(s) that permit functions of this nature, answer the following:<br>On an average, how many hours per month, in a 12-month period, are each of the listed types of facilities at a typical center used for these fund-raising activities? | | | | | | | | |
| Gymnasiums and/or gymnatoriums | | | | | | | | |
| Auditoriums and/or cafetoriums | | | | | | | | |
| Cafeteria facilities | | | | | | | | |
| Swimming pools | | | | | | | | |
| Stadiums and playing fields | | | | | | | | |
| Classrooms | | | | | | | | |
| Other facilities (specify): | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**B.** **Facility utilization by nonschool groups after school hours.**
**In the squares under the organizational level(s) at which any of the following practices prevail, enter the specific information requested about each practice:**

***Practices***

| | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| Facilities are used for adult education and/or retraining programs. | | | | | | | | |
| How many hours per week at a typical center? | | | | | | | | |
| How many weeks per year? | | | | | | | | |
| Driver-education facilities are used to train out-of-school youth and adults, either to qualify for driver license or to improve driving ability. | | | | | | | | |
| How many hours per week at a typical center? | | | | | | | | |
| How many weeks per year? | | | | | | | | |
| Facilities are used to teach the fundamentals of English (reading, spelling, writing) to immigrants and illiterates. | | | | | | | | |
| How many hours per week at a typical center? | | | | | | | | |
| How many weeks per year? | | | | | | | | |
| Facility use by nonschool groups for such activities as recreation, hobbies, meetings, community programs, etc. | | | | | | | | |
| Instruction No. 1: If statutes and/or school board policy prohibit the use of school facilities by nonschool groups for recreation, hobbies, and similar purposes, indicate this fact by placing a check (✓) in the square at the end of this instruction, and disregard instruction No. 2 ☐ | | | | | | | | |
| Instruction No. 2: In the column(s) under the organizational level(s) to which usage is applicable and in the squares opposite the particular types of facilities used by nonschool groups for purposes indicated above, write the *number of hours per month, over a 12-month period, an average facility* at each level is used. | | | | | | | | |
| Auditoriums and/or cafetoriums (number hours per month) | | | | | | | | |
| Cafeterias (for food services) (number hours per month) | | | | | | | | |
| Classrooms (number hours per month) | | | | | | | | |
| Gymnasiums and/or gymnatoriums (number hours per month) | | | | | | | | |
| Home economics facilities (number hours per month) | | | | | | | | |
| Picnic areas on school premises (number hours per month) | | | | | | | | |
| Shops (number hours per month) | | | | | | | | |

**B.** (Continued)
Facility use by nonschool groups for . . . recreation, etc.—Con.

| *Practices*—Continued | Elementary | Intermediate | Junior high | Middle high | Senior high | 4-year high | Junior or community college | Other organizational levels |
|---|---|---|---|---|---|---|---|---|
| Swimming pools (number hours per month)................ | | | | | | | | |
| Others (specify) (number hours per month)................ | | | | | | | | |
| ................................................ | | | | | | | | |
| Facility use by nonschool groups for fund-raising purposes.<br>Instruction No. 1: If statutes and/or school board policy prohibit the use of school facilities by nonschool groups for fund-raising purposes, indicate this fact by placing a check (✓) in the square at the end of this instruction and disregard instruction No. 2 .. ☐ | | | | | | | | |
| Instruction No. 2: In the column(s) under the organizational level(s) to which usage is applicable, and in the square(s) opposite the types of facilities used by nonschool groups for fund-raising purposes, write *the number of hours per month, over a 12-month period, an average facility* at each level is used. | | | | | | | | |
| Auditoriums and/or cafetoriums (number hours per month).. | | | | | | | | |
| Cafeterias (for food services) (number hours per month)...... | | | | | | | | |
| Classrooms (number hours per month).................... | | | | | | | | |
| Gymnasiums and/or gymnatoriums (number hours per month). | | | | | | | | |
| Home economics facilities (number hours per month)........ | | | | | | | | |
| Picnic areas on school premises (number hours per month).... | | | | | | | | |
| Shops (number hours per month)......................... | | | | | | | | |
| Swimming pools (number hours per month)................. | | | | | | | | |
| Other (specify)........................................ | | | | | | | | |

## PART III. ADMINISTRATION

**A.** Applications:
Who is authorized to receive and act on applications and issue permits or contracts for the use of school facilities outside regular school hours? Check the square ☑ at the end of the statement(s) that represent the practice in your district for each of the 2 groups listed below.

1. School groups:
   - a. The principal of the school concerned........................................................................ ☐
   - b. The clerk of the school concerned............................................................................ ☐
   - c. A faculty committee of the school concerned.................................................................. ☐

## PART III. ADMINISTRATION—Continued

A. Applications—Continued
  1. School groups—Continued
    d. The superintendent of the district ☐
    e. A joint responsibility of the district central administrative office and the school concerned ☐
    f. Other (specify) ☐
  2. Nonschool groups or organizations:
    a. The school board, or a committee of the board ☐
    b. The school superintendent ☐
    c. The district business manager ☐
    d. The district director of rental administration ☐
    e. The principal of the school concerned ☐
    f. Jointly by the superintendent and the principal of the school concerned ☐
    g. Other (specify) ☐

B. Permits and/or contracts:
  1. What is the type of your district's permit to use school facilities by:
    a. School groups (check appropriate box):
      Oral ☐
      Written ☐
    b. Nonschool groups (check appropriate box):
      Oral ☐
      Written ☐
  2. If the permit is written rather than oral, is it in the nature of a contract which stipulates the facilities to be furnished and services to be rendered by the school board and the restrictions and obligations of groups or organizations wishing to use school facilities? Check in the appropriate box — Yes ☐ No ☐
  (Please enclose a sample contract form, if "Yes.")
  3. How long before the contemplated use of a facility must an application for its use be submitted to proper authorities? (Check appropriate response.)
    a. 1 day or less ☐
    b. 1 to 7 days ☐
    c. 2 weeks ☐
    d. 1 month ☐
    e. Other (specify) ☐
    f. ☐
  4. May a group cancel a rental contract? — Yes ☐ No ☐
  If "Yes," what is the minimum number of hours before usage was contemplated? Check appropriate response.
    a. 6 hours or less ☐
    b. 12 hours or less ☐
    c. 24 hours ☐
    d. 72 hours ☐
    e. Other (specify) ☐
  5. May a group or organization that has been granted permission to use a facility sublease any part of the facility to another group? — Yes ☐ No ☐

C. Rentals. (Check (✓) the answers that represent your district's policy for each of the following questions.)
  1. Does the school district impose a rental charge for afterschool use of school facilities?
    a. By school groups — Yes ☐ No ☐
    b. By nonschool groups — Yes ☐ No ☐
  2. If both school and nonschool groups pay rental fees, are the charges the same when the same type of facilities and the same length of time are involved? — Yes ☐ No ☐
  3. If only nonschool groups are charged rental fees, are exceptions made for:
    a. Boy and Girl Scouts, Camp Fire Girls and similar organizations? — ☐ ☐
    b. Clubs composed of school-age people and sponsored by local civic organizations (e.g., Little League Clubs, Key Club, etc.) — ☐ ☐
    c. Civic clubs — ☐ ☐
    d. Church groups — ☐ ☐
    e. Other (specify) — ☐ ☐
  4. Is the regular rental fee a fixed amount for each type of facility? — ☐ ☐

**C. Rentals—Continued**

5. If the rental fee is variable rather than fixed, check the square opposite the factors that affect the total charge.
   - a. Type of space scheduled ☐
   - b. Amount of space scheduled ☐
   - c. Length of time space is scheduled ☐
   - d. Time of day space is scheduled ☐
   - e. Type and amount of equipment required ☐
   - f. Heat, air conditioning, lights, water, or other utilities required ☐
   - g. Number of custodial and/or other school employees required to operate and supervise the facility ☐
   - h. Days of week the space is scheduled for use ☐
   - i. Holiday or Sunday usage ☐
   - j. Other considerations (specify) ☐
     ☐
     ☐
     ☐

6. If rental fees are collected for the use of school facilities, to whom are they paid? (Check the square opposite the *one* correct answer.)
   - a. The principal of the school concerned ☐
   - b. The superintendent of the school district ☐
   - c. The business manager of the school district ☐
   - d. The treasurer of the school district ☐
   - e. The custodian and/or other school personnel whose services were required ☐
   - f. Other (specify) ☐
     ☐
     ☐
     ☐

7. If rental fees are collected for school facilities, what use is made of the money? (Check the squares opposite the statement(s) that apply.)
   - a. To pay salaries of school personnel required for servicing and supervising the rented facility ☐
   - b. To pay the cost of utilities and heat ☐
   - c. To improve the particular facility for which rent is paid ☐
   - d. To meet any recognized need at individual schools whose facilities are used ☐
   - e. Added to the district's school funds to be used for any legitimate school purpose ☐
   - f. Other (specify) ☐
     ☐
     ☐
     ☐

**D.** Source of authority governing district practices concerning afterschool use of facilities: If any of the following restrictions are imposed on users of school facilities, check (✓) the column at the right which gives the source of authority for the particular restriction.

|  | Check source of authority for practices |  |  |  |
|---|---|---|---|---|
|  | State constitution | State laws | State education agency regulations | Local school board authority delegated by State statutes |
| 1. School facilities cannot be used by any group *at any time* to: |  |  |  |  |
| a. Promote subversive doctrines |  |  |  |  |
| b. Present acts in which animals perform |  |  |  |  |
| c. Promote the sale of commercial products by business firms |  |  |  |  |
| d. Engage in activities involving gambling, bingo, the sale of raffle or lottery tickets or for determining raffle or lottery winners |  |  |  |  |
| e. Sell alcohol, tobacco, or other products regarded as health hazards |  |  |  |  |
| f. Hold religious services, even if nonsectarian |  |  |  |  |
| g. Promote partisan politics |  |  |  |  |
| h. Other restrictions (specify): |  |  |  |  |
| ........................ |  |  |  |  |
| ........................ |  |  |  |  |
| ........................ |  |  |  |  |
| 2. When school facilities are used *on Sundays*, user groups must not: |  |  |  |  |
| a. Pursue activities that are controversial |  |  |  |  |
| b. Conduct secular religious services |  |  |  |  |
| c. Engage in activities that are loud or boisterous (football, baseball, and other sports excepted) |  |  |  |  |
| d. Charge admissions |  |  |  |  |
| e. Conduct or sponsor carnivals or similar forms of entertainment |  |  |  |  |
| f. Conduct any program or activity at a time that conflicts with regular hours for church services |  |  |  |  |

**E.** Security and supervision during periods of afterschool use:

1. Building security:

Place a check (✓) in the square opposite *one* statement that describes your district's policy regarding the individual who is responsible for opening, closing, and locking a building (at times of afterschool use).

a. The superintendent of schools ........ ☐
b. A custodian at the particular school ........ ☐
c. The principal of the particular school ........ ☐
d. A designated teacher at the particular school ........ ☐
e. The sponsoring head of the group using the facility ........ ☐
f. Other (specify) ........ ☐

2. Facility supervision:

Place a check (✓) in the square or squares opposite the statement(s) that describe(s) your district's policy regarding the supervision of buildings and equipment during periods of afterschool use.

a. One or more school professionals (principal and/or teacher(s)) must be on duty at all times ........ ☐
b. One or more custodians must be on duty to operate the plant and to police the premises ........ ☐
c. The sponsoring head of any group using facilities is responsible for supervising the activities of the group.. ☐
d. Someone connected with another government agency (such as the city's recreation department) is responsible for supervising buildings for all nonschool activities ........ ☐
e. When school equipment (audiovisual, recorders, etc.) is used by nonschool groups, a school employee who understands how to operate the equipment must be in charge of it ........ ☐
f. Other (specify) ........ ☐

**F.** Responsibility for damage to, or loss of, property and for injuries to the public:

1. Property:

Place a check (✓) in the square(s) opposite the statement(s) that describe school board policy regarding who pays for damage to, or loss of, school property while it is in use after school hours.

a. The school board assumes responsibility for damage or loss of property ........ ☐

**F. Responsibility for damage—Continued**

- **1. Property—Continued**
  - **b.** The user group is billed for the damage or loss ☐
  - **c.** The school board is protected against loss by appropriate insurance ☐
  - **d.** Rental fees are used to cover losses ☐
  - **e.** Other (specify) ☐
- **2. Personal injury:**

  Place a check (√) in the square(s) opposite the statement(s) that describe your school board policy regarding liability for accidents involving personal injury, or loss of life, on school premises while school facilities are in use after regular school hours.
  - **a.** The school board has no stated policy ☐
  - **b.** The school board requires the user of school facilities to guarantee that the school district will not be held liable for accidents on school premises resulting from, or due to, activities of user groups ☐
  - **c.** State laws cover school district liability, if any, in cases of accidents on school premises ☐
  - **d.** Other (specify) ☐

**G. Food services:**

Check the square(s) opposite the staements that represent your school board policy concerning food services provided by organizations or groups using school facilities after school hours.

- **1. Concessions:**
  - **a.** No policy ☐
  - **b.** All concessions must be operated by school organizations, with profits divided between the school organization and the user group ☐
  - **c.** User groups can operate concessions, but they are required to clean the premises of litter, soiling, or other unsanitary effect of the concession ☐
  - **d.** Profits derived from concession sales must be used for community purposes ☐
  - **e.** Profits derived from concession sales must be used for educational purposes ☐
  - **f.** Bottled drinks can be dispensed only in paper cups ☐
  - **g.** Other (specify) ☐
- **2. Cafeteria services:**

  When cafeteria facilities are used to provide food services for groups using school facilities after school hours, what regulations are imposed by the school board to insure the safe handling of food? (Check the square(s) opposite the statement(s) that represent the school board's position.)
  - **a.** No school board policy ☐
  - **b.** User groups must meet all regulations of local and State public health authorities relating to the preparation, handling, and dispensing of food to the public ☐
  - **c.** Any group or organization, as a condition of any permit to use school cafeteria facilities, must sign a "save harmless" agreement relieving the school, the school district, and school officials of any liability for food poisoning or other accidental injury originating in the school cafeteria ☐
  - **d.** All food must be supplied and handled by a catering service ☐
  - **e.** Other (specify) ☐

**H. Fire safety:**

School facilities that are used by groups or organizations during afterschool hours (and particularly at night) are often subjected to 2 fire hazards that are not normally present during regular school hours. If the school board has policies, or if there are statutes, which are designed to eliminate these 2 hazards, place a check (√) in the square(s) opposite the statements which apply in your district.

- **1. Smoking:**
  - **a.** There is no school board policy on smoking in school buildings ☐
  - **b.** State law prohibits smoking in school buildings ☐
  - **c.** Smoking is permitted only in the dining room in connection with a dinner meeting ☐
  - **d.** There is no board policy, local ordinance, or State statute that prohibits smoking in school buildings ☐
  - **e.** School board policy or local ordinances prohibit smoking in school buildings ☐
- **2. Decorations:**
  - **a.** There is no school board policy on decorations ☐
  - **b.** School board regulations limit the use of decorations to fireproofed materials ☐
  - **c.** When decorations are permitted under school board policy, someone representing the board, or the local fire marshal, inspects the decorations to insure conformity with the regulation ☐
  - **d.** Regulations concerning decorations are prescribed by local fire codes ☐
  - **e.** There are no local fire codes that apply to decorations, but the school board requires groups planning to use decorations to get local fire department approval ☐

# Appendix B

SAN FRANCISCO UNIFIED SCHOOL DISTRICT
Office of the Superintendent
135 Van Ness Avenue, San Francisco 2

Date ______________

## APPLICATION FOR USE OF SCHOOL PROPERTY

Application is hereby made by ____________ (Name of applicant) for the use of ____________ (rooms, auditorium, etc.) in the ____________ (name of school)

on ________ from ________ a.m./p.m. to ________ a.m./p.m., on every ________ (day of the week), starting ________ (date)

ending ________ (date)

**THE FOLLOWING PROCEDURE SHOULD BE OBSERVED IN THE FILING OF AN APPLICATION:**

1. If application is made by an individual, that person must sign the application. A representative of an organization or a group has to sign, at the same time stating his title in that organization.
2. It must be clearly indicated in the application whether or not an admission is charged or collections or donations are solicited.
3. It must be clearly stated whether school buildings are requested for a school activity or for an activity by a private, city, state, or federal organization.
4. The application must be signed by the principal of the school for which application is made, before it is submitted to the Superintendent of Schools, Division of Buildings and Grounds, 135 Van Ness Avenue, and it must reach that office not later than 10 days prior to use of the school facility, in order to allow for mailing of the permit to the applicant and copy of same to the school.

PURPOSE AND CHARACTER OF MEETING: ________________________________

________________________________

(check one)

________ No admission fee will be charged or collections solicited.

________ Admission of $_____ will be charged and proceeds used for ________________

Cafeteria and/or kitchen usage is to be cleared with the Supervisor of Cafeterias, 135 Van Ness Avenue, UN3–4680, Ext. 255, prior to submitting application.

Any individual, group, or organization using school property under the provisions of the Civic Center Act, or for any other purposes, shall hold the San Francisco Unified School District, its governing board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by such use or occupancy of school property. Organizations using school facilities which do not qualify under the provisions of the Civic Center Act shall be required to furnish satisfactory security in the sum of $100,000/400,000.

All arrangements to be made to the satisfaction of the superintendent of schools and subject to the rules and regulations of the board of education.

________________________________
(Principal's signature denoting that facility is available)

Comments (if any) by the principal:

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________
(name of organization)

________________________________
(signature and title of representative)

________________________________
(address) (zone)

________________________________
(telephone)

## Appendix B-1

# SAN FRANCISCO UNIFIED SCHOOL DISTRICT

## RECREATION DIVISION

135 Van Ness Ave.

# GYMNASIUM APPLICATION

Name of Team or Group Applying for Court..................................................

Name of Manager..................................................

Business Address ..................................................Business Phone ..................................................

Home Address ..................................................Home Phone ..................................................

For Month of..................................................

Please indicate choice of gymnasium and night desired by checking 1 for 1st and 2 for 2nd.

**GYM**

................ ABRAHAM LINCOLN—24th Avenue and Rivera Street
................ APTOS—Upland and San Aleso Streets
................ EVERETT GIRLS—16th and Church Streets
................ GALILEO—Van Ness Avenue and Bay Street
................ GEORGE WASHINGTON—30th Avenue and Anza Street
................ HORACE MANN—23rd and Valencia Streets
................ JAMES LICK—25th and Castro Streets
................ LUTHER BURBANK—Persia and La Grande Avenue
................ MARINA—Fillmore and Chestnut Streets
................ PRESIDIO—29th Avenue and Clement Street
................ ROOSEVELT—1st Avenue and Geary Street

**HOUR**

................ 7:00 P.M.
................ 8:15 P.M.

**NIGHT**

................ Monday
................ Tuesday
................ Wednesday
................ Thursday
................ Friday

Length of Time Desired

..................................................
One, Two, Three, or Four Weeks

### PLEASE READ THE FOLLOWING RULES:

1. Applications must be renewed monthly.
2. Only a one-hour period per week per group will be granted.
3. This department will grant requests whenever possible but will substitute a gymnasium if the one desired is not available.
4. Women must be in charge of all women's groups.
5. Gymnasiums may not be reserved for any group with less than twelve participants.
6. Regulation gymnasium shoes must be worn when using the facilities.
7. Only managers or bona fide representatives of groups may make application for courts and the name of the person appearing on this application will be held responsible by this department.
8. Gymnasiums may not be scheduled over the telephone or through the gymnasium director.
9. Gymnasiums may only be used for practice purposes.
10. If team does not intend to use the gymnasium assigned, notice must be brought to the attention of this department at least two days before the assigned period of play.
11. Smoking or drinking of intoxicating beverages is prohibited in any part of the building.

**G. R. CANRINUS**
**Coordinator of Recreation**

500- 7-1-63 E 288

# Appendix B–2

## *Administrative Regulations Manual: Excerpt*

### Article 1. Community Relations

### USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS

1. No use or occupancy of school property will be permitted by any subversive element as defined in Section 16564, Education Code. A "Statement of Information" is required by Section 16565, Education Code, and must be filed with the application.

2. No public meeting or entertainment held on school property will be permitted that reflects in any way upon, *or discriminates against,* citizens of the United States because of their race, color, or creed (Sec. 8451, Education Code).

3. Only the auditorium and entrance thereto of the school buildings will be opened in the evening.

4. The janitor will be in charge of the building during the entire time that it is open, unless janitorial services are not required.

5. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and for removing users from the property, and shall bar such individual, group or organization from further use thereof for such period as the Board shall fix.

6. Any individual, group or organization using school property for Civic Center or other purposes shall hold the San Francisco Unified School District, its governing Board, the individual members thereof, and all district officers, agents and employees, free and harmless from any loss, damage, liability, cost or expense that may arise during, or be caused in any way by, such use or occupancy of school property. Organizations, using school facilities, which do not qualify under the Civic Center Act shall be required to furnish satisfactory security in the sum of $100,000/$400,000.

7. The use of a building will not be given for the purpose of conducting religious services.

8. If dancing and/or card playing is contemplated, full details must be stated on the face of the application.

9. The playing of any games for money shall not be permitted.

10. The moving of furniture from one room to another, or the removing of furniture from the building for any purpose is forbidden.

11. Persons using the gymnasiums will be required to wear regulation rubber-soled gym shoes.

12. Such additional rules and regulations as the Superintendent, with the approval of the Board of Education, may adopt prior to the time the application or request is acted upon to use the school facilities will be followed.

13. Whenever a local, state or national educational organization, in which members of the San Francisco schools participate, requests the use of public facilities such use may be granted without charge.

14. Any other organized local, state or national group making application for the use of school facilities for a conference or convention may be granted the use of such facilities upon payment of the custodial and utility costs.

15. In connection with the use of school facilities by those organizations which fall under the provisions of the Civic Center Act, when admission fees are charged or contributions solicited, in accordance with Section 16562 of the Education Code, the following shall prevail:

(a) The fair rental value shall be according to the schedule set forth in paragraph 16 of these regulations.

(b) Those organizations organized for general character building or welfare purposes shall be charged an amount sufficient to pay the cost of overhead including supplies, utilities, and salaries necessitated by such use of the property.

(c) Organizations not falling within those mentioned in section (b) above shall be charged in accordance with the schedule listed in paragraph 16.

16. The schedule of fees for use of school facilities when not granted in accordance with the Civic Center Act shall be as follows:

| | *Minimum fees* |
|---|---|
| School Auditorium: | |
| Elementary (seating maximum 400) | $75 |
| Secondary (maximum 900) | 125 |
| Secondary (900 to 1,800) | 200 |
| Gymnasium | 50 |
| All purpose rooms | 25 |
| Meeting rooms | 15 |
| Stadium | 125 |

When school facilities are granted under the provisions of this paragraph a deposit of 50 percent of the rental shall be paid at the time the application is approved; the balance shall be due and payable at least 72 hours prior to the use, and in no event shall a second request be granted unless the previous account be fully paid. The deposit shall be forfeited in the event the applicant does not use the facilities, unless for good cause the Board of Education shall waive such forfeiture.

Approved by Board with revisions
2–15–55, 3–3–55 and 9–22–59
Approved: Robert Stoffer, Asst. Supt., Physical Properties.
R 1410

# Appendix C

**Average Community Use of Typical Seattle School Facilities at Each Organizational Level for the 1963–64 School Year (According to Type of Facility, Use Classification, Number of Times Used, and Number of Hours Per Time)**

*Classification of community uses*

1. Business office permits—fees charged:
   - a. Church use.
   - b. Concerts, musicals, recitals.
   - c. Election classes.
   - d. Elections.
   - e. License examinations.
   - f. Political meetings.
   - g. Miscellaneous rentals.
2. Business office permits—no charges:
   - a. Character building activities.
   - b. Professional classes.
   - c. Red Cross classes.
   - d. School workshops.
3. PTA activities:
   - a. Regular meetings.
   - b. Parties.
   - c. Variety shows.
   - d. Carnivals.
   - e. Open house.
4. School activities:
   - a. Adult education.
   - b. Banquets.
   - c. Concerts.
   - d. Plays.
   - e. Dances.
   - f. Open house.
   - g. Athletic events.
5. Park Department.

| Type of facility | Use classification | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | (1) Business Office permits charge | | (2) Business Office permits no charge | | (3) PTA activities | | (4) School activities | | (5) Park Department | |
| | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time |
| A. Typical elementary school: | | | | | | | | | | |
| Auditorium | 2–3 | 2 | 55 | 2 | ........ | ........ | 2 | 1 | ........ | ........ |
| Auditorium-lunchroom and kitchen | ........ | ........ | ........ | ........ | 9 | 3 | ........ | ........ | ........ | ........ |
| Gymnasium | ........ | ........ | 72 | 2 | ........ | ........ | ........ | ........ | ........ | ........ |
| Classrooms | ........ | ........ | 36 | 2 | 7 | 2 | ........ | ........ | ........ | ........ |
| Miscellaneous rooms | ........ | ........ | ........ | ........ | 7 | 2 | ........ | ........ | ........ | ........ |
| Entire building | ........ | ........ | ........ | ........ | 1 | 5 | 4 | 2 | ........ | ........ |
| B. Typical junior high school: | | | | | | | | | | |
| Auditorium | ........ | ........ | 3 | 6 | 13 | 3 | 2 | 3 | ........ | ........ |
| Lunchroom and kitchen | ........ | ........ | ........ | ........ | ........ | ........ | 1 | 3 | ........ | ........ |
| Gymnasium | ........ | ........ | ........ | ........ | ........ | ........ | 1 | 3 | ........ | ........ |
| Lunchroom only | ........ | ........ | ........ | ........ | ........ | ........ | 1 | 3 | ........ | ........ |
| Classrooms | ........ | ........ | 6 | 3 | ........ | ........ | 3 | 2 | ........ | ........ |

| Type of facility | Use classification—Continued | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | (1) Business Office permits charge | | (2) Business Office permits no charge | | (3) PTA activities | | (4) School activities | | (5) Park Department | |
| | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time | Number times per year | Average number hours per time |
| B. Typical junior high school—Con. | | | | | | | | | | |
| Gymnasium, locker and shower room | ....... | ....... | ....... | ....... | ....... | ....... | ....... | ....... | 92 | 4 |
| Miscellaneous rooms | 36 | 2 | ....... | ....... | ....... | ....... | ....... | ....... | ....... | ....... |
| Entire building | ....... | ....... | ....... | ....... | 3 | 3 | ....... | ....... | ....... | ....... |
| Grounds | ....... | ....... | ....... | ....... | ....... | ....... | 27 | 3 | ....... | ....... |
| C. Typical senior high school: | | | | | | | | | | |
| Auditorium | 14 | 3 | 5 | 5 | 8 | 3 | 13 | 3 | ....... | ....... |
| Lunchroom and kitchen | 2 | 3 | 4 | 3 | 8 | 3 | 10 | 3 | ....... | ....... |
| Gymnasium | 1 | 3 | 4 | 4 | 8 | 3 | 3 | 4 | 16 | *5<br>†10 |
| Lunchroom only | 1 | 35 | 13 | 5 | ....... | ....... | 6 | 3 | ....... | ....... |
| Classrooms | 43 | 35 | 7 | 5 | ....... | ....... | 2 | 3 | ....... | ....... |
| Miscellaneous rooms | ....... | ....... | 6 | 5 | ....... | ....... | 25 | 3 | ....... | ....... |
| Entire building | ....... | ....... | ....... | ....... | 1 | 3 | ....... | ....... | ....... | ....... |
| Grounds | ....... | ....... | ....... | ....... | ....... | ....... | ....... | ....... | 216 | *2<br>†11 |
| D. Technical-vocational high school (Edison): | | | | | | | | | | |
| Auditorium | 12 | 5 | 1 | 3 | ....... | ....... | ....... | ....... | ....... | ....... |
| Lunchroom and kitchen | ....... | ....... | 1 | 10 | ....... | ....... | ....... | ....... | ....... | ....... |
| Miscellaneous rooms | ....... | ....... | 2 | 13 | ....... | ....... | 4 | 9 | ....... | ....... |

Source: Compiled from records in the Operating Department of the Seattle Public Schools for the school year 1963–64.

* Monday through Friday.

† Saturday.

Appendix C-1

# SEATTLE PUBLIC SCHOOLS

9792

Date________________

## PRINCIPAL'S REQUEST FOR USE OF THE SCHOOL BUILDING

**Request for evening use of the building for school or P. T. A. functions must be submitted on this form at least ONE WEEK before the date of use. Attach copy of program.**

School ____________________ Type of Program ____________________

Date of Function____________________ Hours: From__________ P. M. To __________ P. M.

Program Sponsored by ________________________________________

Person in Charge____________________ Expected Attendance ____________________

Building Space Required ________________________________________

______________________________
Principal

Date Approved ____________________ By______________________________
Assistant Superintendent

PRINCIPAL'S COPY

Appendix C-2 **No. 17409**

**APPLICATION AND PERMIT FOR USE OF SCHOOL BUILDINGS**

## Seattle School District No. 1

Date ______________ Rental ______________________________

Application on behalf of ______________________________ an association

having ____________ members, for permit to use room ______________________________

of ______________________________ School

With heat ______________ Without heat ______________________________

Character and purpose of use ______________________________

______________________________

______________________________

Is an admission fee to be charged, or collection to be taken ? ______________________________

If so, for what purpose are the funds to be used ? ______________________________

Hours stated must be those at which building is to be opened to public and entirely vacated by applicant. If the hours stated are exceeded, the applicant hereby agrees to pay, upon demand, the additional charges due.

(a) For single meetings:

On ______________ the ______________ day of ______________________, 19____
(Day of Week) (Day of Month) (Month)

Rehearsals on ______________ the ______________ day of ______________________, 19____
(Day of Week) (Day of Month) (Month)

Building to be open:

Meeting night from ______________________ to ______________________

Rehearsal from ______________________ to ______________________

Performance time ______________________

(b) For series of meetings:

Days ______________________________

Beginning ______________________ Ending ______________________
(Date of first meeting) (Date of last meeting)

Building to be open from ______________________ to ______________________

**ATTENTION:**

This application is made subject to the General Regulations for the use of Public School Buildings printed on the back of this blank. The Undersigned agrees that these Rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the School District for any damage due to the occupancy of the building covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or cancelled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever. The applicant further agrees to protect, indemnify and save harmless the District and its officers and employees from any and all claims, liabilities, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this application.

**APPROVED:**

Applicant ______________________

______________________ Address ______________________

Tel. No. ______________________

To Principals and Custodians:

Please report in writing to the Business Office any infraction of Rules of the Board of Education or damage to school property resulting from the meeting covered by this permit.

# RULES FOR USE OF SCHOOL BUILDINGS

## As Amended June, 1964

### GENERAL RULES AND REGULATIONS:

School buildings may be used for open meetings of a general character, subject to the following provisions, and to such other rules and regulations as the Board of Directors from time to time may prescribe:

(1) Applications for use of buildings or grounds must be made in writing and signed by an authorized representative of the group applying and must be approved by the Assistant Superintendent for Business Services. Such application must be in the School District Business Office at least forty-eight hours before the date requested.

(2) A single application may be made for a series of stated meetings of like character.

(3) Permits will only be granted upon the payment in advance of the established charges for such use.

(4) No use of buildings or grounds will be granted for private or commercial gain except recitals given by neighborhood teachers of music, drama and the dance in areas where adequate public facilities are not available.

(5) Applicants for permits will be held responsible for any use or activity to which a building or premise is put under the permit granted. Boisterous conduct, profane or improper language, smoking, use or possession of intoxicating liquor on the premises, or any other objectionable practice will not be tolerated. Games of chance and lotteries will not be permitted. In any use of school property, the user shall be held responsible for injuries or property damage which may occur as a result of such use.

(6) Permits will not be granted for any meeting which, in the judgment of the Board of Education, may be in any way prejudical to the best interests of the schools or the educational system, or for which satisfactory sponsorship is not provided. Every application for the use of a school building shall state the general nature and purpose of the meeting and, upon request, the program proposed must be furnished.

(7) Permits will not be granted for use of buildings or grounds at which admission is to be charged or collection taken unless the funds so raised beyond the cost of the meeting are entirely used for educational purposes connected with the school disctrict or for purposes specifically approved by the Board of Education.

### SPECIAL RULES:

In addition to the general rules and regulations set out above the following special rules are applicable to Parent-Teacher Associations, school alumni, Boy Scouts, Girl Scouts, other national organizations, character-building organizations, and regular entertainments of the school itself:

(1) The principal of any school may, by the use of the form "Principal's Request for Use of the School Building," request the opening of the building without charge for any regular entertainment of the school itself, and for meetings of the P-TA. Before such use can be approved, however, the principal must:

(a) Submit the request and plan of the program as long in advance as possible to his assistant superintendent for approval. This applies to free as well as to paid entertainments.

(b) State the purpose for which the funds are to be used if admission is to be charged or collection taken.

(2) Each Parent-Teacher Association shall be permitted to use its own building during the week without charge for the purpose of raising money for its budget; provided, that the character of the program and the purpose for which the money will be used shall comply with the rules of the Board of Education and shall be approved by the school's assistant superintendent.
The P-TA of a school having no assembly room may be permitted under the foregoing provisions to use the assembly room of another school upon application through the principal of the school to be used and approval of the request by the assistant superintendent in the same manner as though its own building were to be used.

(3) No admission fee shall be charged or collection taken by the Parent-Teacher Association for parental organization unless all the proceeds are to be used for the school or the organization. Necessary expenses for rental of educational films and their exhibitions or other equipment may be paid for from the receipts for admission, but no payment for personal services or profit is to be included.

(4) With the approval of the Superintendent, a permit may be issued by the Business Office to an elementary school or an elementary school Parent-Teacher Association for free use of a Junior high or high school auditorium for program purposes, provided no admission is charged. In case an admission is to be charged, the actual cost of opening the building shall be met by the school or Parent-Teacher Association requesting its use.

(5) Each Alumni Association of the Seattle high schools may apply for a permit to the Assistant Superintendent for Business Services to hold one annual reunion without charge in the building from which the class graduated, subject to approval of the program by the Superintendent.

(6) Established groups of nationally organized character-building organizations may apply to the Assistant Superintendent for Business Services for a permit to occupy rooms in school buildings for regular meetings without charge and shall be subject to the general conditions for the use of school buildings.
Adult leaders of such organizations shall remain with their groups during all meetings and be responsible to the principal for the observance of all rules.
All such meetings shall terminate and rooms be vacated at or before 9:30 p.m. unless otherwise specified by the Assistant Superintendent for Business Services.

(7) All groups shall leave the school facilities in the same order and condition in which they found them.

Appendix D

Form No. 67856

# REQUEST FOR THE USE OF SCHOOL BUILDINGS FOR NON-SCHOOL FUNCTIONS

**Atlanta Public School System**

Name of school:

Organization requesting use of school:

Person requesting use of school:

Name:

Address: Phone:

Relationship to Organization:

Reasons for requesting use of school:

Portions of building desired for use:

Requested date and time:

| | TIME | | | TIME | |
|---|---|---|---|---|---|
| **Date** | **From** | **To** | **Date** | **From** | **To** |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

APPROVALS:

Principal: Date:

Area Superintendent: Date:

Asst. Supt. for Administrative Services: Date:

NOTE: Form to be filled out in duplicate. Copies to:

1. School
2. Central Office

WHITE COPY TO CENTRAL OFFICE
YELLOW COPY FOR SCHOOL'S FILE

249-193 O - 67 - 7

## Appendix D-1

### PERMIT FOR USE OF SCHOOL BUILDINGS

**Board of Education Atlanta, Ga.**
**3rd Floor Administration Bldg. 522-3381**

**Authority has been given** ______________________________

**Address** ______________________ **to use** ______________________ **School / Auditorium / Gymnasium**

**on** ______________________ **Purpose** ______________________

**Cost will include items shown on schedule.**

**I agree to be responsible for any damage done to the school property. I agree to assume all responsibility for the payment of admission taxes to the Federal Government. Right is reserved to cancel permit if necessary.**

______________________
**Lessee**

______________________
**Permit issued by:**

**→ SCHEDULE**

| | | | |
|---|---|---|---|
| **Janitor Service** | | | |
| **Heat, Auditorium** | | | |
| **Auditorium, Chairs and Stage** | | | |
| **Use of Front Curtains** | | | |
| **Stage Equip.** | | | |
| **Light, M. A.** | **hrs. @** | | |
| **C. Lights, Stage** | **hrs. @** | | |
| **Lights, D. R.** | **hrs. @** | | |
| **Use of Piano** | | | |
| **Elec. Service** | **hrs. @** | | |
| **TOTAL COST** | | | |

FORM 24–O & M–2M

## Appendix E

## APPLICATION FOR USE OF SCHOOL BUILDING AND GROUNDS

BOARD OF EDUCATION–LINCOLN, NEBRASKA

Date.................................... 19...........

Applicant (Name of Organization or Person)..............................................................

Building Requested .................................................... Room ....................................

Date of Use..............................................................................................................

If use is more than once show beginning and ending dates

Day........................................................................ Hours ........................ to ........................

Frequency Daily( ) Weekly( ) Monthly( ) Other..........................................

Check To Indicate Frequency–Daily Includes Monday to Friday Inclusive Only

Purpose (State Fully)..................................................................................................

..............................................................................................................................

Admission?.................................................... Collection? ....................................

For What Purpose Will Proceeds Be Used?...................................................................

NOTE All Rules Adopted by The Board of Education Governing the Use of School Buildings and Grounds will be Strictly Complied With.

| | |
|---|---|
| ............................................................ | ............................................................ |
| Signature of Application | Official Capacity in Organization |

Business Telephone........................ Residence Telephone........................ Address................................................

Expense to Applicant.

The above mentioned accommodation will (Not Be) required for school purposes on date and hours requested.

1. Rehearsal................................................................

...................................................................... Date Principal

2. Play $........................ Total Charge $........................

| | |
|---|---|
| ............................................................ | ............................................................ |
| Date Ass't in Charge of Operation and Maintenance | Date Superintendent of Schools |

Form O & M 6

Appendix E-1

**BOARD OF EDUCATION**
**Lincoln, Nebraska**

# ROOM PERMIT

Date........................................

Principal..........................................................................................

Custodian..........................................................................................

School.................................................................................. Room..........................................................................

Date of use.................................................................................. Frequency..........................................

Day.................................................................................. Hours.......................... ..........to..........................................

Purpose..........................................................................................................................................................

..........................................................................................................................................................

Issued to..........................................................................................................................................................

Charges..........................................

**Payment of rental fees to be made in advance at the office of the Ass't. Supt. in charge Business Affairs, 720 South 22nd Street by..........................................**

Supv. of Operation and Maintenance

Appendix F

## CLEVELAND HEIGHTS PUBLIC SCHOOLS

*Serving Cleveland Heights and University Heights*

**1749 Lee Road - Cleveland Heights 18, Ohio**

## APPLICATION FOR EXTENSION USE OF SCHOOL FACILITIES

**Application for the use of school facilities by a school organization after 5:00 P.M., Monday to Friday inclusive, must be made in the name of the principal of the building upon this blank. The applicant will be expected to supervise such use personally, unless some other person is designated to assume such responsibility.**

______________________ 19____

**To the Director of Public Recreation and to the Business Manager.**

Permission is hereby requested by the ______________________
(Name of the Organization)

For the use of ______________________ School
Permanent or Temporary

On ____________ 19____ through ____________ 19____
Date — Date

During following hours:

| | | | |
|---|---|---|---|
| Monday | ________ to ________ | Thursday | ________ to ________ |
| Tuesday | ________ to ________ | Friday | ________ to ________ |
| Wednesday | ________ to ________ | Saturday | ________ to ________ |

Rooms desired ______________________

Nature of Activity ______________________

Will there be an admission fee? ______________ State the amount ______

Will refreshments be served? ______________________

Will there be anything sold? ______________________

Person in charge ______________________

Address ______________ Telephone ______________

Date received ______________ Time ______________

Does this activity interfere with the day school program? ______________

______________________
Principal

Approved ______________________
Business Manager

Approved ______________________
Director of Recreation

____________ 19____
Date

____________ 19____
Date

(See rules on reverse side)

5M 8-58

# RULES AND REGULATIONS

## Governing use of School Facilities after regular School Hours

**Approved by the Board of Education January 20th, 1926**

### 8. USE OF SCHOOL BUILDINGS. Page 3941-42

In order that the relationship of the Division of Public Recreation to all "wider uses of school buildings" may be properly established, the following regulations governing all uses of school buildings outside of regular day school uses shall be followed.

8. (a) A permit signed by the Business Manager and the Director of Public Recreation shall be required for all uses of school buildings and school grounds other than those of the regular day schools within the hours of the day school session, and the uses of the Recreation Centers within the hours and the dates stated in the designation by the Board of such buildings as Recreation Centers.

(b) All requests for such use of buildings and grounds shall be made to the Director of Public Recreation.

(c) Such requests shall be made on the form provided by the Division. This form shall require, in addition to any other items agreed upon by the Business Manager and the Superintendent of Schools, the following:

1. Name of organization making request.
2. Nature of activity.
3. Number of members or anticipated attendance.
4. Designation of rooms desired.
5. Request to serve refreshments if any.
6. Signature of at least two responsible citizens assuming responsibility for the care of all property and equipment used by the group.

(d) If the Director of Public Recreation decides that the activity can be included in the program of the Division, he shall collect the required deposit fees, receipting therefor, turning over the money to the Board's Treasurer and informing the Business Manager of the inclusion of the activity in the program of the particular Recreation Center.

(e) No permit shall be required for such uses approved as a part of the recreational program, but report shall be made to the Board if the new activity requires the opening of centers on additional nights or the use of other buildings than those already opened as recreation centers.

(f) If, however, the Director of Public Recreation does not approve of the request as falling within the scope of the activities of the Division of Public Recreation, or if it is for a specific or occasional use having his approval as recreational activity, but not accommodated in the sessions of the regular recreational centers, then a permit for the use of the requested buildings and grounds shall be required. Such permit shall be issued only upon the approval of both the Director of Public Recreation and the Business Manager.

(g) Upon the issuance of a permit, the principal and custodian of the school shall be informed in writing by the Business Manager.

(h) All requests for the use of school buildings and grounds for religious or political purposes shall be referred to the Board of Education for approval prior to the issuance of a permit by the Business Manager and the Director of Public Recreation.

(i) The privilege of serving refreshments must have specific approval of the Business Manager.

(j) Admission to activities conducted on permit may be restricted to membership in the group holding the permit, but no admission fees shall be charged and no sales shall be conducted or collections taken up. This restriction shall not, however, be construed to prevent the payment of membership dues, nor shall this restriction apply to any activities conducted for the purpose of making money for school funds by the regular day school or the Parent-Teacher Associations out of school hours and upon permit.

(k) For all uses of school buildings and grounds upon permit, excepting uses by the day schools and the Parent-Teachers Associations out of school hours, and civic organizations a fee adequate to cover the cost of heating and lighting the rooms used and the necessary custodial services, as well as any other incident building expense, shall be collected by the Business Manager in advance of the granting of the permit.

(l) All uses of school buildings on permit shall at all times be open to inspection by the Director of Public Recreation and the officers of the Board of Education.

(m) The Business Manager shall, from time to time, report to the Board of Education all uses of school buildings, either on permit or by the Division of Public Recreation, noting the rooms used, the attendance, and the estimated expense.

## Appendix G

Board of Education
999 Green Bay Road
Glencoe, Illinois 60022

## MISNER SCHOOL AUDITORIUM CONTRACT

The Misner Auditorium, Central School, 615 Grove Street, Glencoe, Illinois, has been reserved for ______________________________________________
Name of Organization

____________________, ____________________, ____________________,
Street City State

in accordance with dates, purposes and charges as indicated below and in consideration of the restrictions, conditions, and agreements as follows:

**Dates (s) :**

**Purpose (s) :**

**Charge (s) :**

1. Applicant hereby agrees to hold District No. 35, its Board of Education, the individual members thereof, and all District officers, agents and employees free and harmless from any and all loss, damage, liability, cost or expense not covered by their respective policies of insurance then in effect, if caused in any way by such use or occupancy of school property by Applicant. Applicant's agent states that he has read the regulations listed on the reverse side of this contract and that Applicant agrees to abide by and enforce same. Nothing in this paragraph shall be deemed to waive or restrict any liability of Applicant whatsoever.

2. Whenever the auditorium is open a custodian must be on duty; this supervision of the Auditorium will be provided by the Board of Education and the applicant will be billed at the rate of $____________ per hour.

3. An electrician to operate the panel control board, whenever necessary, will be provided by the Board of Education and the applicant billed at the rate of $____________ per hour.

4. One fireman must be in attendance at each performance where there is an audience. The Board of Education will provide the fire protection and bill the applicant at the rate of $____________ per hour (minimum of $____________).
Please sign and return both copies for official school signature. One copy will be returned for your file.

______________________________
(Applicant)

Board of Education
School District No. 35
Glencoe, Illinois

By ______________________________
(Applicant's Authorized Agent)

By ______________________________
Joseph Bradley
Supt. Buildings and Grounds

______________________________
(Date)

(Please give the name and address of the individual responsible for paying the bill resulting from this contractual obligation)

____________________ ____________________ ____________________
(Name and address of individual responsible for paying bill resulting from contractual obligation)

## REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

A. Performance rights give access to the foyer, stage, main auditorium and dressing facilities under the stage. This right to access includes necessary lighting and the public address system. The panel control board and public address system shall be operated **only** by qualified personnel approved by the Superintendent of Buildings and Grounds.

B. There shall not be any changes made in the electrical wiring, lighting equipment or public address system without the special permission of the Superintendent of Buildings and Grounds.

C. No stage equipment (battens, teasers, curtains, etc.) shall be changed or removed, nor shall screws or nails be inserted or driven into the stage, without the consent of the Superintendent of Buildings and Grounds.

D. Whenever it is necessary to move the piano from one level to another only licensed movers shall be used. The Board of Education will provide licensed movers and include the charge in the final billing to the applicant.

E. The applicant must furnish police protection for parking, and shall be responsible for damages to school grounds because of improper parking.

F. Food or liquids shall not be brought into the auditorium or foyer without written consent of the Superintendent of Buildings and Grounds.

G. Smoking shall not be permitted on the premises except in the foyer and tunnel entrance from the main building. Village ordinance requires that this regulation be strictly enforced.

H. All scenery and equipment must be removed from the premises within 24 hours after the final performance. Any extension of time shall be at the discretion of the Superintendent of Buildings and Grounds.

I. It is understood the building will be left in the same condition as that in which it was found, and that the applicant will be responsible for any damages, other than normal wear and tear, to the building, equipment and facilities. Any damage done or failure of equipment shall be reported immediately to the Superintendent of Buildings and Grounds.

J. An organization using school facilities, under contractual agreement, shall terminate the activity by 1:00 A.M. The Board of Education shall bill the organization, at the rate of $30.00 per hour or fraction thereof, for any extension of time beyond 1:00 A.M. Any exception to this policy shall be at the discretion of the Superintendent of Buildings and Grounds.

K. Before any scenery is used in the auditorium or on the stage it must be treated with a fire resistant material.

## Appendix G-1

## GLENCOE PUBLIC SCHOOLS
Glencoe, Illinois

### CONTRACT FOR USE OF FACILITIES BY CIVIC ORGANIZATION

The ______________________________________________

has requested the use of ______________________________

for a meeting on ________________ at ________________

The person responsible for the meeting is

| | | |
|---|---|---|
| (Name) | (Address) | (Phone) |

It is understood that the above organization will be responsible for and personal liabilities and property damages to the school or persons using the facilities while under its direction.

There will not be any rental fee for the use of the facilities if the meeting of an organization is held within the regular hours of the schools' custodial schedule. However, a charge of $3.25 per hour will be assessed for custodial supervision if the facilities are used outside the regular school custodial schedule.

Payment for such services shall be made to the Board of Education, 999 Green Bay Road, Glencoe, Illinois.

(This contract shall be returned to the Superintendent of Buildings and Grounds, Glencoe Schools, when filled out.)

## Appendix G-2

## RENTAL CONTRACT

Date:__________________________

The ______________________________________ of the ______________________ School has been reserved for the _____________________________________________ in accordance with the dates, purposes and charges indicated below:

In addition, a charge of $3.25 per hour will be made for supervision.

In accepting this contract it is understood that persons contracting for and using the school plant assume responsibility for damage other than normal wear and tear to building and facilities.

Please sign and return both copies of this contract for our signature.

Date:_____________________________ __________________________________

__________________________________
Joseph Bradley, Superintendent
Buildings and Grounds

(8-23-57)

Appendix H

Butler Area
Schools

# REQUEST FOR USE OF SCHOOL FACILITIES

Non-School Days or AFTER 6:00 P. M. on School Days

Nº 425

To: Superintendent's Office, Junior High School Building

1. Requested by ______________________________ Name of Sponsoring Group

By ______________ Representative ______________ Address ______________ Phone

2. Building Requested: ______________________________

| | |
|---|---|
| 3. Facilities Requested: | Equipment Desired: |
| Junior or Senior High School | ☐ Motion picture projector |
| ☐ Auditorium—No. Persons to be seated ______ | ☐ Public Address System—where available |
| ☐ Cafeteria—No. Persons to be seated ______ | ☐ Grand Piano (S. H.) |
| ☐ Gymnasium | ☐ Organ (S. H. & J. H.) |
| ☐ Swimming Pool | ☐ Spotlight Service (S. H. & J. H.) |
| ☐ Showers and Locker Rooms | ☐ Electric Scoreboard Operator (S. H. & J. H.) |
| Elementary: | ☐ Stage settings: |
| ☐ Multi-purpose room—No. persons to be seated ______ | ______ Chairs on stage |
| All Buildings: | ______ Tables on stage |
| ☐ Classrooms, Indicate classroom number: ___, ___, ___, ___, ___, ___, ___, ___, ___, ___, ___, ___, ___, ___ | ______ Speakers Stand |
| ☐ Other facilities ______ | ______ Risers (band or seated chorus) (S.H.) |
| ☐ ______ | ______ Risers (standing chorus) (S.H., J.H.) |
| ☐ Playground | |

4. What type of activity is planned? (Please describe with as much detail as you have available at this time.)

______________________________

5. Name of lifeguard ______________________________

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 6. Dates Requested (Use separate column for each date) | | | | | | | | |
| Building is to be open at | | | | | | | | |
| Performance will begin at | | | | | | | | |
| Performance will end at | | | | | | | | |
| Rental Fees for this date (Determined by Board Policy) | | | | | | | | |

Please make checks payable to the BUTLER AREA { ELEMENTARY SCHOOLS / SECONDARY } and mail to the Superintendent's Office, Junior High School Building, P. O. Box 791, Butler, Pa.

See other side of this form for Conditions of Use as determined by School Board policy.

I have read the Conditions of Use and accept responsibility for the sponsoring group.

Signed, ______________ for Sponsor. Date ______

Approved, ______________ Superintendent. Date ______

FOR OFFICE USE

| | | | |
|---|---|---|---|
| SUPERINTENDENT'S OFFICE | Employees to be Notified | Report to work at: (With Compensation) | Schedule Activity at: (No Compensation) |
| ☐ Checked Principal | Stage Manager | | |
| ☐ Posted to Schedule | P. A. Operator | | |
| ☐ Notified Principal | Projector Operator | | |
| ☐ Posted to Ledger | Spotlight Operator | | |
| PRINCIPAL'S OFFICE | Custodian | | |
| ☐ Notified Employees | Scoreboard Operator | | |
| ☐ Posted to Schedule | Ushers Supervisor | | |
| | | | |

FORM 52

## CONDITIONS OF USE
### (READ CAREFULLY BEFORE SIGNING)

**SCHEDULING:**

1. School activities have preference in scheduling. Permits granted to organizations or individuals may be cancelled at the discretion of the Joint Operating Committee or the Superintendent of Schools.
2. Non-school groups requesting facilities for continual use over a period of time should make requests on a monthly basis. The book is open for scheduling on the Monday of the last full school week of the month.
3. No elementary building may be used for a wedding reception.
4. No buildings are rented on Sundays. Special requests are presented to the Board.
5. No religious services are to be held in the buildings. Special requests are presented to the Board.
6. Rentals at the Senior High School are limited to the nine districts composing the Butler Area Secondary Schools except for special permission of the Joint Operating Committee.
7. Playgrounds at the city schools, the Old Athletic Field, and the Butler Township Schools are scheduled by the Superintendent's office during the school year. The city areas are scheduled by the Board of Recreation during the summer months and the Butler Township areas by the Superintendent's office. No fee is charged.

**FOOD SERVICE:**

8. Any activities which need kitchen services must be coordinated with the regular food service and be approved by the Director of Food Service.
9. Groups using the Senior or Junior High facilities are not permitted to bring food or refreshments either by caterers, groups or individuals into the cafeterias except school or school related activities.
10. Sale or distribution of food or beverages in the Senior and Junior High School auditoriums is prohibited.

**ATHLETIC FACILITIES:**

11. Coeducational athletic activities cannot be scheduled in gymnasiums.
12. Groups using swimming pool must have qualified life saver with current life saving certificate. This certificate must be presented at the superintendent's office when the pool is rented. Only experienced divers may use diving pool which is 12 feet deep at maximum. All bathers must be 3½ feet or over in height.

    All persons entering pool must take a shower before entering. Girls must wear bathing caps. Boys with long and/or oily hair must wear bathing cap.

    No foreign matter is allowed in pool or pool area. No running is allowed in pool area. No one in street shoes is allowed on pool deck.
13. Wardrobe type lockers without padlocks may be used by persons renting the pool.

**STAGE SETTINGS:**

All manipulation of stage equipment is to be under the direct control and supervision of the school stage manager. Lessee is required to provide any additional stage help desired. Such help is to be under the supervision of the school employee. Information concerning the stage settings required is to be furnished the principal's office at least two days before the performance.

**PARKING:**

USE AREAS RESERVED FOR PARKING. PARKING ON OR DRIVING OVER THE GRASS IS PROHIBITED.

**SUPERVISION:**

There will be a school custodian or a school representative on duty at all times when school facilities are in use.

Conduct detrimental to the public interest or abuse of the building is not permitted. It shall be the duty of the school representative and the organization sponsor to enforce this regulation. Sponsoring groups are responsible for the proper use of all school equipment and facilities. The building and the equipment must be left in a clean, orderly condition. Failure to do so will result in extra charge as determined by the Joint Operating Committee.

**RENTAL FEES:**

No rent is charged for school sponsored activities and entertainments held by and for the benefit of the school. This also includes school affiliated organizations. Rent is charged for all groups which desire facilities for their own use and pleasure.

Rental fee covers the use of facilities, lighting, heat and the wages of attendants provided by the Butler Area Schools. Tips to school employees are not recommended for regular services rendered.

Payment of rental and other fees is to be made at the time the facility is reserved.

Overtime is charged for activities which continue past 11:00 P. M. at the rate of $6.00 for each half hour or fraction thereof, termination of event to be determined by the time when the personnel connected with the event are out of the building.

Arrangements for the use of extra facilities must be made at the time of determining the fee to be paid.

### RATE PER SESSION

| TYPE OF ENGAGEMENT | SENIOR HIGH AUDITORIUM | GYM | SWIM POOL | JUNIOR HIGH AUDITORIUM | GYM | SWIM POOL | ELEM. MULTIPURPOSE* AUDITORIUM (WITH CHAIRS) | GYM |
|---|---|---|---|---|---|---|---|---|
| 1. Adult group-with admission | $120 | $60 | $30 | $75 | $40 | $20 | $25 | $20 |
| Rehearsals for same | 30 | — | — | 20 | — | — | 25 | 20 |
| 2. Adult group-no admission | 120 | 60 | 30 | 75 | 40 | 20 | 10 | 10 |
| Rehearsals for same | 30 | — | — | 20 | — | — | 10 | 10 |
| 3. Youth group-no admission | 60 | 30 | 15 | 25 | 20 | 10 | 5 | 5 |
| Youth group-with admission | 60 | 30 | 15 | 25 | 20 | 10 | 15 | 5 |
| Rehearsals for same | 30 | — | — | 20 | — | — | 10 | — |
| 4. OTHER SERVICES: | | | | | | | | |
| Spotlight operator | 5 | — | — | 5 | — | — | — | — |
| Motion picture operator | 5 | — | — | 5 | — | — | 5 | — |
| Electric scoreboard operator | — | 5 | — | — | 5 | — | — | — |
| Grand piano | 2.50 | — | — | — | — | — | — | — |
| Electric organ | 5.00 | — | — | — | — | — | — | — |
| USHERS | 5.00 | — | — | — | — | — | — | — |

P. A. System for Senior High auditorium, gymnasium and cafeteria and Junior High, Lyndora, Brittain, and Center Avenue auditoriums. Reserved seat tickets: Billed at cost to school. Available for Senior and Junior High.

*Lyndora, McQuistion, Meridian, Northwest, Center Avenue, Brittain and Bon Aire.

## Appendix I

(Warwick School Dept. Office)

# WARWICK PUBLIC SCHOOLS

1849 WARWICK AVENUE
WARWICK, RHODE ISLAND

## USE OF SCHOOL BUILDINGS

School Building ..........

List facilities to be used ..........

Date to be used .......... Time to be used: From: .......... To: ..........

Organization (Rentee) ..........

Address: ..........

Description of proposed use: ..........

Is there an admission charge: .......... Will funds be solicited: ..........

Is this a profit making endeavor: ..........

Services Required:

| | |
|---|---|
| Rental | $.......... |
| Custodian | $.......... |
| Technicians | $.......... |
| Matron | $.......... |
| Cafeteria Worker | $.......... |
| Police Officer | $.......... |
| | $.......... |
| Total | $.......... |

I (we) having fully read the accompanying schedule of rules and charges pertaining hereto agree further that claims for breakage or loss of equipment or damage of facilities shall be met by the Rentee.

Signature of Applicant: .......... Date: ..........

Address: .......... Tel: ..........

Principal's Approval: .......... Date: ..........

School Committee Approval: .......... Date: ..........

10M-W1-67

TPC 611

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EXTENDED USE OF SCHOOL FACILITIES

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE / Office of Education
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